

POSITION TITLE: *Digital Peer Leader (Student Experience)*

POSITION SUMMARY:

Digital Peer Leaders (SE) are part of the **Student Experience Storytelling & Digital Engagement Team**. They work as ambassadors for Western digital connections and communication building in and cultivating of digital spaces. Digital Peer Leaders would primarily work in the new digital space, [Thrive Online](#) – Western’s Digital Community. Additionally, Digital Peer Leaders may help review the [Student Experience website](#), and its pillar websites, and Student Experience social media platforms.

As a **Digital Peer Leader**, your role is to facilitate the creation of content for digital spaces in order for students to learn, discover, and connect online. You will work as an ambassador for digital connections, drafting, proofing, and creating content for Student Experience’s digital spaces and building connections across the university community.

The student experience at Western is a complex ecosystem of individual stories that shape what we believe about the university’s purpose and impact, and the world we live in. Thrive Online is a digital space that empowers students to tell their story. Our vision is for all Mustangs to discover their personalized pathway. To Discover. Engage. And thrive at Western University.

Student Experience (SE) is organized into three pillars which are: Leadership & Learning, Sport & Recreation, and Wellness & Wellbeing. Professional and student staff work across these areas collaborating with student organizations, academic and administrative leaders to maximize the potential of each student.

What will you gain from this role?

- Develop and enhance skills for interpersonal communication, help peers, obtain networking and leadership experience.
- Gain exposure to and awareness of issues facing the student population.
- Enhance your personal digital communication skills and writing abilities.
- Attain personal satisfaction and growth from being able to express yourself creatively.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western’s Co-curricular Record.

KEY RESPONSIBILITIES:

- Work 3-4 hrs/wk either remotely or in the Student Experience office (hours will be determined according to your availability).
- Work with the Digital Student Engagement Coordinator to organize and develop content.
- Attend initial training meetings and ongoing professional development meetings.
- Review the Thrive Online website, as well as the Student Experience area websites, for professional development as required.
- Post on the Learning Peers’ OWL discussion forum weekly.
- Coordinate, draft and write articles, blog posts, and social media posts.
- Work as an ambassador for digital connections.
- Contribute creatively to communication building in digital spaces.
- Potential to participate in videography and photography projects around campus.
- Complete reflections periodically throughout the year. One reflection task may include goal setting.

- Promote and maintain a welcoming atmosphere to other Peer Leaders, and work collaboratively where required.
- Discuss with supervisor any questions, difficulties, or problems.

POSITION REQUIREMENTS:

- Students with a strong interest in leadership, mentorship, communications, writing, and media.
- Strong communication (attending, listening, speaking) skills.
- Good working knowledge of campus resources.
- Ability to meet deadlines and stay organized.
- Problem-solving abilities.
- Strong interpersonal skills and ability to work well with peers.

WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

** Trainings subject to change

POSITION SPECIFICS:

TERM LENGTH:

One academic year, September 1, 2022 - April 30, 2023

TIME COMMITMENT:

- 4 hours per week (working in digital spaces).
- Approximately 2 hours of Thrive Online training in September.
- Approximately 1 hour per month of professional development with Student Experience.
- Human Resources online training modules:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

**** No commitments during December/April exam periods or the Fall/Winter Reading Weeks.**

REPORTS TO:

Digital Student Engagement Coordinator.

Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).