

## **POSITION TITLE:** *English Conversation Program Facilitator* (International & Exchange Student Centre)

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### **POSITION SUMMARY:**

The International and Exchange Student Centre (IESC) is a department of Western International, which offers a full range of programs and services to support international students during their stay at Western.

The English Conversation Program is one of the many services offered by IESC. Volunteer facilitators lead groups and takes place in an informal and friendly atmosphere. Volunteer facilitators prepare conversation topics, activities, or games based on the interest of each participant. The conversation groups allow participants to practice and improve their English communication skills, increase their confidence and knowledge of Canadian culture, customs and idiomatic expressions, and network with individuals from different areas of the university community.

As an English Conversation Program Facilitator, you will assist groups of 4-9 participants with enhancing their spoken English skills, confidence in using conversational English and connecting them with a group of peers. Group participants are members of the university community (e.g. graduate and undergraduate students, visiting professors, researchers, etc.) who are non-native speakers of English.

Groups are offered each term and are conducted once a week (2 hours) for 8 sessions.

### **What will you gain from this role?**

- Develop and enhance communication, group leadership, interpersonal, resource development, intercultural and teaching skills.
- Gain personal enrichment and knowledge through interaction with culturally diverse people.
- Exposure to ESL (English as a Second Language), cross-cultural, international relations and other related issues.
- The feeling of contributing to the success of ECP.
- Personal satisfaction through the use of your skills to help others.
- Receive feedback via a midterm performance review.
- Recognition through Western's Co-curricular Record.

### **KEY RESPONSIBILITIES:**

- Attend and participate in the English Conversation Facilitators' training sessions.
- Meet with students on a weekly basis. Contact participants by email, group chats, and/or phone to inform them of details (time, location, etc.).
- During the first session, assess needs and interests of the students in your group.
- Make necessary preparations for each session. Research materials and resources. Plan and organize objectives, exercises, activities, etc. according to needs and interests of circle participants. Make use of the ESL (English as a Second Language) materials and resources at International and Exchange Student Centre, as well as various ESL related websites.
- Facilitate and lead sessions. Initiate and stimulate conversation during the sessions. Make every effort to involve each member equally. The main task is to help the students connect socially and increase their confidence in speaking English in a group. Be prepared to help

members with specific language difficulties. Share Canadian cultural information and Canadian specific slang and idiomatic expressions.

- Provide feedback and correction upon request.
- Facilitators must maintain regular (weekly) communication with their supervisor to provide session updates via weekly log posts on OWL. In-person consultation is recommended for urgent issues or concerns.
- Attend one drop-in meeting (one-on-one) and one English Conversation Program Facilitator meeting (group) with your supervisor or ECP staff during the term to discuss progress of groups, problems or concerns, and to share ideas, conversational activities, and exercises, etc.
- Participate in the English Conversation Leader OWL on-line discussion forum.

## **POSITION REQUIREMENTS:**

- Excellent communication (written, oral, and listening) and interpersonal skills. *Several years of experience speaking Canadian English (i.e. must be familiar with Canadian idiomatic expressions, slang terminology, culture, etc.)*
- Leadership skills and experience in group work.
- Some cross-cultural background or experience interacting with culturally diverse people.
- Possess an awareness and understanding of the needs of non-native speakers of English.
- Ability to communicate with and relate to international students and non-native speakers of English.
- Demonstrated initiative, creativity and resourcefulness.
- Experience of learning a second language would be an asset.
- Sensitivity, patience, and willingness to learn.
- Previous experience in or exposure to teaching ESL (English as a Second Language) would be a definite asset.

## **WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS**

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

\*\* Trainings subject to change

## POSITION SPECIFICS:

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### TERM LENGTH:

One academic year, September 1, 2023 - April 30, 2024

### TIME COMMITMENT:

- 4hrs/wk
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Positive specific training as arranged by Supervisor

### REPORTS TO:

Chanra Cragg, Program 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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).