

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

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 the English Conversation Program Assistant, your role is to assist with the coordination and management of The English Conversation Program. You are responsible for providing support to program members, facilitate training sessions, host events, and assist with the day- to -day operations.

What will you gain from this role?

- Gain the experience of working with resource materials.
- Organizational experience in sorting and implementing data.
- The feeling of contributing to the success of ECP.
- Gain experience with taking direction from and communicating with a supervisor.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.
- Recognition through Western's Co-curricular Record.
- Upon successful completion of the term, may request a letter of recommendation.

KEY RESPONSIBILITIES:

- Update and maintain English Conversation Facilitator's resource materials.
- Assist in some training sessions for new English Conversation Facilitators.
- Input and organize data related to the English Conversation Program.
- Assist Program Coordinator with various tasks related to the English Conversation Program.
- Complete all four mandatory HR online training courses.

POSITION REQUIREMENTS:

- **Must have volunteered as an English Conversation Facilitator previously.**
- Responsible and mature with highly developed communication skills.
- Shows great attention to detail.
- Cross-cultural background or experience.
- Cultural sensitivity.
- Creativity, resourcefulness, sensitivity and patience.
- Familiarity with OWL and concise e-communication skills.

POSITION SPECIFICS:

TERM LENGTH:

Fall/Winter terms, September 1, 2024 – April 30, 2025 (training roles out in August)

TIME COMMITMENT:

- 2-4hrs/wk

POSITION TRAINING:

- Position specific training as arranged by Supervisor.

WESTERN PEER LEADER (WPL) TRAINING:

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

** Trainings subject to change

REPORTS TO:

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, Indigenous 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 shona.casserly@uwo.ca or phone 519.661.1111 (89081).