

## **Position Title:** *Graduate Student Life Program Assistant (Transition, Leadership and Enrichment)*

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### **Position Summary:**

Graduate Student Life is a program in the Transitions, Leadership and Engagement unit of Western Student Experience. Graduate Student Life offers a range of programs and services to support graduate students during their studies at Western. Our programs are growing and we are looking to expand our team!

Graduate Student Life supports our diverse and talented population of Western graduate students by providing one-on-one advising, hosting social and educational events, and helping to coordinate the many different services for graduate students from our partners across Student Experience. We also work with others across campus to improve the graduate student experience at Western; this includes the faculties, SGPS, and SOGS.

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

- Enhancement of your communication, interpersonal, leadership, and organizational skills.
- Increased experience in program planning, coordination and implementation.
- Opportunities to provide input into programs and services for graduate students.
- Opportunities to assist and make connections with graduate students.
- Exploration of various services, supports and student development theories that promote graduate student persistence and success.

### **Key Responsibilities:**

- Assist with the development of graduate student programming, including special events, the Thriving Thursday weekly series, and various social events.
- Help to develop and organize transitions programming such as Fall, Winter and Spring Grad Student Orientation programs.
- Assist with a variety of communications activities such as writing blogs and newsletters, coordinating postings to social media, event registrations, and coordinating speakers.
- Online program delivery support: managing live chat, waiting rooms, event recordings, etc. during Zoom events.
- Provide input/ideas on new events and activities for graduate students.

### **Position Requirements:**

- Strong communication and interpersonal skills; must be people oriented.
- Cross-cultural awareness, understanding and sensitivity.
- Ability to work well independently.
- Good working knowledge of campus resources available to university students.
- Strong time management skills.
- Access to internet and use of computer, as all work will be completed remotely (off campus)
- Experience with graduate-level studies preferred.
- Experience with social media, marketing, or event participant recruitment an asset.
- Experience working with Excel, PowerPoint, Photoshop, and/or InDesign would be an asset.

## Western Peer Leader (WPL) Program Requirements:

- Complete Level-1 training: WHMIS, Health & Safety, Safe Campus, AODA, Mental Health Interactive Learning, Intercultural Competence & Global Engagement, Gender-Based Violence
- Complete Confidentiality Agreement and Student Contract
- Student Feedback Forms (per term)

## Position Specifics:

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### Term Length:

One academic year, September 1, 2021 - April 30, 2022

### Time Commitment:

- Estimated 4-5 hours per week on a flexible schedule.
- Hours per week may vary depending on events and activities of the unit.

### Training:

- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Mental Health Interactive Learning Module (30 min)
- Intercultural Competence & Global Engagement Module (30 min)
- Gender-Based Violence Module (30 min)
- Position-specific training (arranged by direct supervisor)

### Reports to:

Manager, Graduate Student Life

### 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).