

POSITION TITLE: *International Writing Activity Coordinator (Writing Support Centre)*

Position Summary:

Western's Writing Support Centre supports all members of the Western Community by providing comprehensive services to develop and enhance writing and communication skills.

As an International Writing Activity Coordinator, your role is to welcome incoming students to Western and assist in their transition to university writing by sharing insight from experience with writing in various courses, promoting Writing Support Centre services, and answering applicable questions in a peer-group format.

What will you gain from this role?

- Develop and enhance communication, interpersonal, and leadership skills.
- Engage in reflection and learning in a positive social environment.
- Acquire valuable teaching experience by supporting others' learning.
- Receive feedback via a midterm performance review.
- Obtain recognition through Western's Co-curricular Record.

KEY RESPONSIBILITIES:

- Meet with student groups on Zoom and share critical insight regarding writing at university and experience with first-year university writing. Meetings may involve running virtual icebreaker activities.
- Promote the Writing Support Centre and its services; answer applicable questions.
- Support fellow peer-group leaders and provide constructive feedback when required.

POSITION REQUIREMENTS:

- Must demonstrate maturity and excellent communication skills and be comfortable interacting with and managing group discussion online. Volunteers must be comfortable reflecting on their experience and sharing personal insight about writing at university.
- Must be proficient in English as well as fluent in Mandarin and/or Cantonese.
- Must be dependable, responsible, and reliable.
- Familiarity with Writing Support Centre services is an asset.
- Preference for upper year, international students with experience writing in university.
- Students should be familiar with Western campus and services.
- Reliable Zoom access.
- Positive and supportive attitude.
- Punctuality is essential.

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:

Summer term, from June 2022 – July 2022

TIME COMMITMENT:

- 5-10 hrs/wk July 4- July 29 (plus Orientation and email correspondence/Zoom meetings prior to July 4).
- 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)

REPORTS TO:

Yvonne Fuller, Summer Academic Writing Clinic Programmer.

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).