

Position Title: *Leadership and Academic Mentorship Program (LAMP) Team Leader*

Position Summary:

The Leadership and Academic Mentorship Program (LAMP) connects students, upon request, with an upper year Peer Mentor from their Faculty or Program. LAMP aims to provide academic, and social support to first- and second-year students to offer a successful transition to university life.

Over the academic year, the LAMP Team Leader's role is to supervise and support the Mentors as they strive to provide meaningful support to their mentees. The LAMP Team Leader will ensure LAMP Mentors maintain weekly contact with their Mentees, conduct bi-annual performance reviews, provide guidance and advice to their Mentor Team through bi-weekly meetings, and plan social events and team bonding activities. The Team Leader will work with the Transition, Leadership and Enrichment Program Coordinator to complete administrative tasks, create and follow through on initiatives related to program enhancement, and help to develop training for LAMP Mentors.

LAMP Team Leaders will be supported and supervised by the Student Coordinators to ensure all Team Leaders and Mentors are well equipped to effectively support mentees and complete the day-to-day operations of LAMP.

What will you gain from this role?

- Recognition through Western's Co-Curricular Record
- Leadership, Teamwork, and collaboration experience
- Strong project management, planning and organization skills
- Experience giving presentations and facilitating meetings
- Oral and written communication skills
- Time management and problem solving skills

What do we ask from you?

- Assist with the creation and facilitation of training throughout the year
- Update and monitor the LAMP Facebook groups and Teams channel
- In bi-weekly meetings, assess needs and provide resources to support the Mentors
- Provide resources and support for Mentees when needed
- Conduct bi-annual program and performance evaluations for Mentors
- Coordinate and oversee weekly office hours for LAMP mentors in the LAMP office (UCC 270)
- Participate in the selection process for Peer Mentors
- Act as a liaison between staff, LAMP Student Coordinators and Mentors
- Assist, where directed, with advertising, planning, and facilitating large-group events
- Facilitate promotion of the program through team drop-ins, events and fairs
- Other duties as assigned

What kind of student leaders are we looking for?

- Demonstrated leadership experience and ability to supervise others
- Community involvement through volunteer experience
- Ability to work individually and as part of a team
- Excellent oral and written communication skills
- Enthusiastic and involved member of the Western community an asset
- Interested in helping others and in developing leadership skills an asset
- Conflict management skills and experience an asset

Position Requirements:

- Western undergraduate student
- Completion of at least 10 full courses (or equivalent) at Western
- Minimum 70% academic average (65% in Engineering)
- Experience as a Peer Mentor, Team Leader, or Student Coordinator in LAMP or another University Mentorship program
- Complete required training modules
- Note: Students participating in an exchange or internship during the 2024-2025 academic year may not be eligible for this position

Position Specifics:

Term Length:

One academic year, (September 5, 2024- April 30, 2025) (training roles out in August)

Time Commitment:

Vary, depending on the time of year and the needs, averaging 5 hours per week

Compensation:

This is an unpaid volunteer position and eligible for Work Study

Reports to:

Coordinator, Student Experience and Engagement

Number of Positions Available:

14

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

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).