

Position Title: *Leadership and Academic Mentorship Program Student Coordinator*

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 the next stage of university life.

The LAMP Student Coordinator will supervise a team of roughly 14 Faculty Team Leaders and 140 LAMP Mentors to ensure that they are well equipped to assist students by providing training and support, weekly meetings, and coordinating various programs throughout the year including: graduate shadow events, study sessions, and faculty specific supports.

The Student Coordinator will also work closely with the Transition, Leadership and Enrichment Program Coordinator to complete administrative tasks, create and follow through on initiatives related to program enhancement, facilitate program promotion to the Western community, and help ensure the smooth day-to-day operations of LAMP.

What will you gain from this role?

- Direct experience supervising students
- Meeting and presentation facilitation skills
- Event planning and execution
- Experience in recruitment and interview processes
- Effective communication through a variety of mediums
- Recognition through the Co-curricular Record

What do we ask from you?

- Act as a liaison with campus and community members
- Administrative duties including answering e-mail inquiries
- Take part in creating and delivering training throughout the year
- Update and monitor the LAMP web site lamp.uwo.ca
- Assess needs and provide resources and support for Team Leaders
- Take part in both initial and on-going Student Leadership Training
- Participate in twice-yearly program and performance evaluations
- Participate in the selection process for Peer Mentors and Team Leaders
- Coordinate and oversee weekly office hours for LAMP mentors in the LAMP office (UCC 270)
- Meet weekly with Coordinator and Team Leaders
- Meet monthly with all Student Coordinators
- Attend weekly faculty meetings as needed
- Assist, where directed, with advertising, planning, and facilitating large-group events

What kind of student leaders are we looking for?

- Enthusiastic and involved member of the Western community
- Able to work effectively as part of a team
- Excellent communication skills
- Interested in helping others and in developing leadership skills
- Conflict Management Skills/ experience
- Able to supervise others
- Community involvement through volunteer experience

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student, main campus only
- Completed at least 10 full courses (or equivalent) at Western
- Experience as a Peer Mentor, Team Leader, or Student Coordinator
- Past participation in LAMP either Team Leader or Peer Mentor
- 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:

A maximum 5 hours per week.

May vary, depending on the time of year.

Compensation:

Current rate of pay is \$16.55 per hour (less applicable deductions). You will receive vacation pay at a rate of 4% per month as provided for in the Employment Standards Act.

Number of Positions Available:

2

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:

Coordinator, Student Experience and Engagement

Application Method:

Through the [Working at Western](#) website. Resume/Cover Letter required.

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).