

## **Position Title:** *Leadership and Academic Mentorship Program (LAMP) Team Leader (Transition, Leadership & Enrichment)*

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### **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 Programs Assistant 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
- 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
- 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

### **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

## WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS

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

\*\* Trainings subject to change

## Position Specifics:

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### Term Length:

One academic year, September 5, 2023 - April 30, 2024

### 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:

The Coordinator of Student Engagement Programs

### Number of Positions Available:

10

### 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).