

## **Position Title:** *Learn to Lead Learning Leadership Specialist / Learn to Lead Living Leadership Specialist (Transition, Leadership & Enrichment)*

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### **Positions Summary:**

Learn to Lead is a free program that provides Western undergrads with an opportunity to gain a wealth of knowledge that will help them become truly effective leaders. The Learn to lead umbrella consists of a series of programs that offer students an opportunity to choose their path to leadership by engaging with programs that work for them.

The **Learn to Lead Learning Leadership Specialist** will work closely with the Coordinator of Student Engagement Programs to complete administrative tasks, create and follow through on initiatives and program enhancement, assist with program promotion to the Western community and help ensure the smooth day-to-day operations of programs including the Learn to Lead Summit workshop series and the Learn to Lead Speaker series.

The **Learn to Lead Living Leadership Specialist** will work closely with the Coordinator of Student Engagement Programs to complete administrative tasks, create and follow through on initiatives and program enhancement, assist with program promotion to the Western community and help ensure the smooth day-to-day operations of programs including the Learn to Lead Public Speaking Competition, Leadership in Practice: Community Engagement and the Collegiate Leadership Competition.

The specialists will have the support of a team of student volunteers that report to the Student Coordinator in the execution of leadership programming.

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

- Professional leadership experience
- The ability to impact a key student service designed to make Western students successful in developing transferrable skills
- Event planning skills to organize workshops and events
- The knowledge that you have made a meaningful difference for the Western students you help; when Learn to Lead helps students to grow their leadership skills, they take those skills into the workforce and into the larger community to make a difference
- Recognition through Western's Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))

### **Key Responsibilities:**

- Support the logistical, development and execution of relevant events and programming related to your portfolio
- Work closely with staff to develop timelines, set dates and book locations for fall and winter events
- Communicate with campus partners and participants to share updates and details related to programming
- Collaborate with staff to set dates, times and book locations for fall and winter events
- Support the registration and attendance tracking process for events and activities

- Solve problems that may emerge during the day to day operations of the program
- Share your enthusiasm for the development and growth of Western students
- Represent Student Experience and Western University through conduct in accordance with professional standards
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

## What kind of candidate are we looking for?

- Strong organizational skills
- The ability to work independently and as part of a team
- Excellent oral and written communication skills
- Dedication, integrity, dependability, initiative
- A positive attitude and a commitment to helping Western students
- The ability to provide and accept constructive feedback
- Strong event planning skills

## Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student
- Past experience in Learn to Lead
- Community or campus involvement
- Leadership experience including the ability to inspire a shared vision and encourage volunteer participants to work together to reach this shared vision
- Experience organizing and planning events and working toward long term projects

## 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:

September 1 2023 - April 30, 2024

### Time Commitment:

A maximum 5 hours per week.

May vary, depending on the time of year.

**Compensation:**

Volunteer

**Reports to:**

The Coordinator of Student Engagement Programs

**Application Method:**

Through the Western Connect 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, 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).