

Position Title: *Out of Province Student Association (OPSA) Director (Transition, Leadership & Enrichment)*

POSITION SUMMARY:

The Out of Province Student Association (OPSA) is a unique community of students who join Western from provinces and territories across Canada. The group provides both transitional and ongoing academic and social support for out of province students attending Western University and arriving from beyond Ontario's borders. OPSA provides a mentorship program for incoming first year students to connect with an upper year student from the same province or territory - often from the same city and program as well.

As the OPSA Director, you will oversee the day to day operations of the program. You will coordinate the program with a co-director, oversee the Province and Region Coordinators and be responsible for communication with Out of Province Students. You will help to recruit volunteers for the annual call campaign with Undergraduate Recruitment.

The OPSA Director will also work closely with the Transition, Leadership and Enrichment team 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 OPSA.

What will you gain from this role?

- Ability to lead and engage a team of Province Coordinators
- Being part of a fun and supportive community
- Event management, promotion and project management experience
- Recognition through Western's Co-Curricular Record

What do we ask from you?

- Coordinate the programming and events for the OPSA wide community
- Support administrative functions for the OPSA community
- Coordinators will be required to check-in with Province/Regional Coordinators on a regular basis to ensure province/regional needs are being met
- Provide emails to students with information about OPSA events throughout the year and respond to student concerns as needed
- Represent Student Experience professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

What kind of student leaders are we looking for?

- Collaborative approach; strong teamwork skills
- Knowledgeable about resources, services and opportunities available for Western students
- Excellent organizational skills

- Event planning experience
- Excellent verbal and written communication skills (notably through email communication)

POSITION REQUIREMENTS:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student (main campus only)
- Completed 10.0 courses at Western
- Experience as a Mentor, Province Coordinator or student leader
- Experience in helping others with diverse backgrounds and/or unique needs

POSITION SPECIFICS:

Term Length:

March 2024 – April 2025

Time Commitment:

4hrs/wk

Compensation:

This is an unpaid volunteer position and eligible for Work Study

Reports to:

Coordinator, Student Experience and Engagement

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

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).