

## Position Title: *OPSA Mentor (Transition, Leadership & Enrichment)*

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### 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 a mentor, you will provide ongoing support to your mentee, facilitate meetings, and plan social events.

### What will you gain from this role?

- Ability to engage with a group of first year students.
- Being part of a fun and supportive community.
- Enhanced communication skills through a variety of mediums.
- Leadership experience.
- Time management and problem-solving skills.
- Teamwork and collaboration.
- Recognition through Western's Co-curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca)).

### Key Responsibilities:

- In September, mentors are required to attend the OPSA launch event with their mentee.
- Attend OPSA events and encourage first year mentees to attend them as well.
- Work with your Province or Regional Coordinator to plan and execute Province/Region specific events.
- Communicate regularly with your first year students and keep them up to date about events, services and programs to enhance their Western experience.
- Provide emails to students with information about OPSA events throughout the year and respond to students' specific province inquiries and concerns as needed.
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

### What kind of leader are we looking for?

- Strong teamwork skills.
- Knowledgeable about resources, services and opportunities available for Western students.
- Excellent organizational skills.
- 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 (or in the process of completing) one year of study at Western.
- Experience as a Peer Mentor, Team Leader or Student Coordinator.
- Experience in helping others with diverse backgrounds and/or unique needs.

## 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:

March 2023 - April 2024

#### Time Commitment:

- 3 hours per week.

#### Compensation:

- This is an unpaid volunteer position (Work Study eligible).

#### Number of Positions Available:

- 25

#### Training:

- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content

#### Reports to:

Coordinator, Student Experience and Engagement.

#### 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).