

## **Position Title:** *Peer Academic Coach (Accessible Education)*

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### **Position Summary:**

Accessible Education (AE) provides supports and services to students with disabilities at Western, in all programs and faculties.

The AE team facilitates a Peer Academic Coaching Program that aims to connect AE registered students, upon request, with an upper year Peer Academic Coach who has experience and awareness of academic growth and resilience. The Peer Academic Coaching Program offers AE-registered students tailored academic supports that focus on building more effective learning skills and strategies, including time and task management, organization, study planning, and more.

As a Peer Academic Coach, you will connect with your coachees throughout the academic year to provide academic supports, set new goals, and review progress. You will be expected to engage in training sessions, connect with students, participate in team meetings, and assist with initiatives over the academic year.

Peer Academic Coaches will be supported and supervised by the AE Learning Strategist to ensure that academic coaches are well-equipped to effectively support coachees and fulfill day-to-day responsibilities.

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

- Active role in eliminating barriers to accessibility at Western.
- Meaningful connections and contributions to a caring community.
- Teaching/coaching experience through the delivery of learning strategies, goal setting, and referral to resources.
- Meeting and event facilitation skills.
- Enhanced communication, collaboration, time management, and problem-solving skills.
- Personal enrichment and growth.
- Ongoing professional development.
- Recognition through Western's Co-Curricular Record.

### **Key Responsibilities:**

- Meet and maintain regular contact with coachees, including one-on-one academic coaching appointments and group sessions.
- Promote skill development in coachees, such as time management, goal setting, self-exploration, and decision-making.
- Assist coachees by sharing personal experiences that contributed to your learning.
- Facilitate access to academic and campus resources by providing coachees with relevant information.
- Track coachee performance through forms for accountability purposes.
- Perform other assigned tasks to the best of your ability.
- Serve as a role model for Student Experience (Accessible Education) to Western students and the community of greater London.
- Attend training sessions, team meetings, progress reviews, and events, when needed.
- Connect with supervisor to discuss and address any questions, difficulties, or concerns.

- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation, and those with disabilities.

## What kind of candidate are we looking for?

- Empathy and helping skills.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Ability to actively listen, problem solve, and provide constructive feedback.
- Excellent time management and organizational skills.
- Keen interest in developing personal leadership and teaching/coaching skills.

## Position Requirements:

- Completed (or in process of completing) at least one year of study at Western.
- Minimum 70% academic average (65% in Engineering).\*
  - \*Applicants with academic averages that do not meet minimum requirements are welcome to apply, if they can demonstrate how they learned and overcame academic and personal challenges.
- Open to reflecting on personal successes and challenges with the ability to apply these to future experiences and to motivate others.
- Open to learning about and engaging with individuals from diverse backgrounds.
- Fulfill training requirements and commit to weekly hours.

## Position Requirements - Preferred:

- Familiarity or experience with AE would be an asset.

## Position Specifics:

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### Term Length:

One academic year, September 3, 2024 - April 30, 2025 (training roles out in August)

### Time Commitment:

- Approximately 10 to 15 hours of AE training in advance of being matched with coachees.
- 3 to 5 hours per week in the academic school year.

### Compensation:

Opportunity is open to students who wish to engage on a volunteer basis (unpaid) and/or as a work-study role for work-study eligible students.

### 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:

Accessible Education Learning Strategist.

## 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](mailto:shona.casserly@uwo.ca) or phone 519.661.1111 (89081).