

## Position Title: *Peer Notes Administrator (Accessible Education)*

---

### Position Summary:

To recruit and organize volunteer notetakers and to fulfill requests for notetaking support based on Accessible Education student requests. To facilitate the process of exchanging notes between notetaker and requesting students.

### What will you gain from this role?

- Enhance organizational and communication skills.
- Gain personal enrichment and experience in working with people with disabilities.
- Gain further awareness and sensitivity in issues faced by people with disabilities.
- Gain experience in working in an office environment.
- Receive feedback via a midterm performance review.
- Recognition through Western's Co-curricular Record.

### Key Responsibilities:

- To fully maintain the email correspondence of the [peernotes@uwo.ca](mailto:peernotes@uwo.ca) address.
- To receive and catalogue requests for notes in particular courses from SSD counsellors and students.
- To send out recruitment messages to all students in classes where notes are requested.
- To maintain a database (excel) of information about requests for lecture notes in particular courses, requesting students, volunteer notetakers, etc...
- To receive and catalogue documents containing lecture notes from volunteers/paid notetakers and facilitate their delivery to requesting SSD students.
- To oversee and instruct volunteer notetakers and problem solve issues.
- To create and distribute certificates of acknowledgement to volunteer notetakers at the conclusion of the courses.
- To be available, if need be, to substitute as a notetaker in extenuating circumstances.

### Position Requirements:

- Must demonstrate maturity, excellent communication skills (speaking, attending and listening), and organizational and interpersonal skills.
- Past experience in working with persons with disabilities will be an asset.
- Possess awareness, sensitivity and understanding of the needs of students (or persons) with disabilities.
- Computer skills:
  - Familiarity with computers, OWL, UWO email and UWO web services.

### WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

\*\* Trainings subject to change

## Position Specifics:

---

### Term Length:

One academic year, September 1, 2021 - April 30, 2022

### Time Commitment:

- 3-5 hours per week.
- Hours per week may vary depending on projects and needs expressed by students. Volunteers work on an on-call basis.

### Training:

- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

### Reports to:

Mary VanBussel, Accessible Education Counselor.

### 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).