

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

Position Summary:

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

The AE team co-ordinates a volunteer notetaking program, to support registered students who are eligible for notetaking accommodations to support their disability. Volunteer notetakers sign up to take lecture notes and anonymously share their notes with students through a notetaking platform (OWL site).

As the Peer Notes Administrator, you will assist with the day-to-day operations of the Peer Notes Program. You will help to recruit volunteer notetakers. Following the recruitment period, you will process volunteer notetaker registrations and oversee the work of volunteer notetakers.

What will you gain from this role?

- Enhance communication skills through various channels.
- Strengthen organization skills through the compilation, sorting, and implementation of data into the corresponding platforms.
- Further awareness and sensitivity in issues faced by persons with disabilities.
- Personal enrichment and growth.
- Ongoing professional development.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:

- Attend training sessions and any ongoing professional development meetings.
- Assist with recruiting volunteer notetakers through numerous initiatives.
- Receive and process volunteer notetaker registrations on the notetaking platform (OWL site).
- Maintain a database of information relevant to the Peer Notes Program by inputting, organizing, and updating details on courses as well as volunteer notetakers.
- Oversee and advise volunteer notetakers to ensure the consistency and quality of uploaded lecture notes.
- Manage email correspondences on the peernotes@uwo.ca account.

What kind of candidate are we looking for?

- Excellent communication skills.
- Strong interpersonal skills.
- Ability to work independently and as part of a team.
- Possess awareness, sensitivity, and understanding of the needs of persons with disabilities.

Position Requirements:

- Enrolled as a Western undergraduate or graduate student.
- Computer skills, familiarity with OWL, UWO email, and Microsoft Office Suite.

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:

Term Length:

One academic year, September 1, 2023 - April 30, 2024

Time Commitment:

- 3 hours per week.
- Hours per week may vary depending on training and programming needs.

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:

Celina Ho, Accessibility Programming Coordinator.

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 or phone 519.661.1111 (89081).