

## **Position Title:** *Personal Support Assistant (Accessible Education)*

---

### **Position Summary:**

To provide assistance for students with various disabilities at Western in addressing disability-related concerns and barriers.

### **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.
- Upon successful completion of the term, may request a letter of recommendation.
- Recognition through Western's Co-curricular Record.

### **Key Responsibilities:**

- Provide specific assistance for a student with a disability to meet academic demands of their university program, according to guidelines that have been set by the student with a disability along with their Accessible Education Counsellor (for example, assisting a student who is blind to orient to the physical layout of the university, meet with, discuss and model good study habits with a student having a learning or attention disorder, assist a student with a mobility impairment in a lab) in a sensitive and compassionate manner.
- Provide assistance for the Peer Note Administrators during peak times (e.g. beginning of terms).
- Please note: This position functions primarily on an on-call basis, you may not have strict hours each week but are expected to be ready to help a student in need.

### **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, 2022 - April 30, 2023

### Time Commitment:

- 2-3 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).