

## **Position Title:** *Spousal Programming Assistant Facilitator (International & Exchange Student Centre)*

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### **Position Summary:**

The International and Exchange Student Centre (IESC) is a department of Western International, which offers a full range of programs and services to support international students during their stay at Western.

To assist IESC supervisors in planning, organizing and facilitating Tea & Information Sessions for Spouses and Partners of International Students.

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

- Develop and enhance skills in event planning and communication.
- Increase knowledge of International and Exchange Student Centre and Canadian culture.
- Receive feedback via a midterm performance review.
- Recognition through Western's Co-curricular Record.

### **Key Responsibilities:**

- Assist with planning, organizing, and facilitating weekly Tea & Information sessions by helping IESC supervisors with room set-up before the sessions and clean up after the session as well as encouraging participation from the spouses and partners.
- Meet monthly with IESC supervisors to plan activities.
- Promote the Tea & Information sessions to spouses and partners by maintaining weekly communication with participants through emails and encouraging their participation.
- Assist with administrative tasks (e.g. data entry, summary of topics discussed at the events); conduct research on activities in the community that could be of interest to the participants.

### **POSITION REQUIREMENTS:**

- Interpersonal skills – must be people-oriented.
- Must demonstrate initiative, responsibility, and enthusiasm.
- Must be reliable and dependable.
- Good time management skills.
- Ability to work well as a member of a team.

### **WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:**

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

## Position Specifics:

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### Term Length:

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

### Time Commitment:

- 2-3 hours per week.
- **Must be available every Friday from 1:30-2:30PM**
- Preference for a full year volunteer (Summer through Winter)

### Training:

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

### Reports to:

IESC Program 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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).