

## **Position Title:** *Student Writing Advisor (Writing Support Centre)*

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### **Position Summary:**

Western's Writing Support Centre supports all members of the Western Community by providing comprehensive services to develop and enhance writing and communication skills.

As a Student Writing Advisor, your role is to ensure that the Writing Support Centre can meet the writing needs of the Western community by assisting with and eventually conducting individual appointments with students to provide guidance and feedback and connect them with resources and skills to succeed with academic writing in various forms.

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

- Personal satisfaction and growth.
- Opportunity to work on communication skills in a professional environment.
- Learn to become an advisor; develop language, communication and teaching skills through one-on-one sessions with clients from a variety of backgrounds.
- Enhance diagnostic skills; each writer has different writing concerns.
- Enhance discipline-specific writing skills.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Receive feedback via performance reviews.
- Recognition through Western's Co-curricular Record.

### **Key Responsibilities:**

- Complete the Writing Support Centre's (WSC) training program (orientation and training).
- Tutor undergraduate students in writing.
- Attend unit meetings.

### **Position Requirements:**

- Must be an excellent writer.
- Must be in third or fourth year.
- Must have at least one (1) reference from a professor.
- Must have an accumulative average of 80% or above on essay courses.
- Must be committed and very reliable.
- Must have excellent interpersonal skills.
- Must be empathetic to students' needs.
- Must be willing to reflect on performance and accept performance feedback.

### **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:

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### Term Length:

One academic year, September 1, 2022 - April 30, 2023

### Time Commitment:

- 2-4 hours per week.
- Unit meetings.

### 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:

Yvonne Fuller, Summer Academic Writing Clinic Programmer.

### 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).