

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

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### **Position Summary:**

Western's Writing Support Centre (WSC) supports all members of the Western community by providing services to develop and enhance writing and communication skills.

As a Student Writing Advisor (SWA), you will help the WSC meet the Western community's needs by conducting one-to-one appointments with undergraduates. During these appointments, you will give feedback on students' writing, help students develop their skills and confidence as writers, and connect students to writing resources. SWAs will be required to complete training, attend team meetings, participate in campus outreach, and communicate regularly with the Peer Programmer.

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

- Opportunity to work in a professional environment.
- Develop language, communication, and teaching skills.
- Experience writing in different disciplines.
- Improve personal writing skills.
- Receive oral and written feedback via performance reviews.
- Recognition through Western's Co-curricular Record.
- Accreditation as an International Peer Educator, Level 1 (College Reading and Learning Association) upon completion of all required criteria.

### **Key Responsibilities:**

- Complete Student Writing Advisor orientation, training, and assessment.
- Shadow senior advisors during training; integrate feedback into practice.
- Provide feedback to undergraduate students in one-to-one appointments; encourage students' skill development and confidence in writing ability; recommend resources.
- Attend unit meetings.
- Represent the WSC at campus outreach events (Fall/March Open House, Leadership Fairs).
- Respond to supervisor emails promptly.
- Follow all WSC policies and protocols and uphold WSC's values.
- Complete reflections periodically throughout the year as part of SWA assessment.

### **Position Requirements:**

- Must be an excellent writer and oral communicator.
- Must demonstrate professional conduct, commitment, and reliability.
- Must have excellent interpersonal and empathetic listening skills.
- Must be in the third or fourth year of a Western undergraduate program or higher.
- Must submit 1) a letter of reference from a professor and 2) one additional reference, either academic or professional (e.g. an employer or supervisor). Only contact information (name, relation to the applicant, email, and phone) is required for the second reference.
- Must have an accumulative average of 80% or above on a minimum of 2.0 essay (E or F/G) courses. Candidates must submit an unofficial transcript in their application.
- Must be willing to reflect on and accept performance feedback.
- Must be willing to complete hybrid work (in-person and virtual) at WSC locations.

## POSITION SPECIFICS:

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### TERM LENGTH:

Fall/Winter terms, August 19, 2024 – April 11, 2025

(training in August will be conducted virtually over Zoom and rolled out online)

### TIME COMMITMENT:

- 2 hours per week of one-to-one appointments with students (after completion of shadowing).
- Participation at campus outreach events [Fall Preview Day (late November), March Open House (late March), Leadership Fair (mid January)].
- Unit meetings (1 hour each, twice a semester minimum).
- **No commitments during December/April exam periods or Fall/Winter Readings Weeks.**

### POSITION TRAINING:

- Approximately 10 hours of WSC training [6 hours of orientation and training + attendance at 4 undergraduate writing seminars during the academic year (1 hour each)].
- Minimum 6 hours of shadowing senior advisors.

### WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety
  - Safe Campus
  - AODA
- Complete WPL Fundamental Training:
  - Code of Conduct, Ethics, Etiquette & Boundaries
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
  - Clifton Strengths Assessment/Module/Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

\*\* Trainings subject to change

### Reports to:

Yvonne Fuller, Peer 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, Indigenous 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 [shona.casserly@uwo.ca](mailto:shona.casserly@uwo.ca) or phone 519.661.1111 (89081).