

POSITION TITLE: *Study Hub Coordinator (Learning Development & Success)*

POSITION SUMMARY:

The Study Hub Coordinator is part of the **Learning Development & Success** team. As a Study Hub Coordinator, you will be responsible for overseeing the operation of our weekly Study Hubs. Study Hubs are virtual quiet study spaces for students to attend and study in on Zoom. These sessions start with a goal-setting activity, then students study in silence for approximately 2-hours (with a break mid-way). The sessions end with reflection prompts that help students refine their goal-setting skills. Study Hub Facilitators hold these weekly sessions and guide students through these stages. As the Coordinator, you will be responsible for ensuring the smooth operation of Study Hub sessions.

Learning Development & Success (LDS) offers a variety of services to all students at Western, providing support through individual appointments, the PAL Centre, drop-in and registration-based group programs, and group presentations. The LDS team helps students cope with the demands of post-secondary learning, assisting them in identifying strengths and developing new skills and strategies for success. All services are available for both successful students wanting to maintain their already strong academic standing and those having academic difficulties (learning.uwo.ca).

What will you gain from this role?

- Develop and enhance skills for interpersonal communications and play a role in helping your peers.
- Practice your coordination and organization skills.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Become proficient in using Zoom and Teams.
- Obtain recognition through Western's Co-curricular Record.

KEY RESPONSIBILITIES:

- Attend initial training meetings and any ongoing professional development meetings.
- Stay in touch with your supervisor and discuss any questions, difficulties, or problems.
- Stay in touch with Study Hub Facilitators through Teams and Zoom to see how their sessions are going and support them as needed.
- Promote and maintain a welcoming atmosphere for Study Hub Facilitators to ask their questions and share their thoughts.
- Keep Study Hub calendar up to date with times and days of sessions.
- Help promote Study Hub through means available to you

POSITION REQUIREMENTS:

- Undergraduate student with a strong interest in helping their peers.
- Strong communication (attending, listening, speaking) and interpersonal skills.
- Good working knowledge of campus resources.
- Have a computer and stable connection to the internet that allows for videoconferencing.

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:

September 1, 2022 - December 31, 2022

TIME COMMITMENT:

- Up to 2 hours per week.
- Approximately 2 hours of LDS training in September.
- 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)
- Position-specific training (arranged by direct supervisor)

REPORTS TO:

Learning Development & Success Study Hub Supervisor(s).

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).