POSITION TITLE: Study Hub Facilitator (Learning Development & Success)

POSITION SUMMARY:
Study Hub Facilitators are part of the Learning Development & Success team. As a Study Hub Facilitator, you will be responsible for preparing and holding weekly Study Hubs for undergraduate students. 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 will help students refine their goal-setting skills. As the facilitator, you will be responsible for guiding students through these stages each session and responding to students’ questions.

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 communication, help peers, and obtain facilitation experience.
- Gain exposure to and awareness of strong goal-setting practices.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Become proficient in using Zoom.
- Obtain recognition through Western’s Co-curricular Record.

KEY RESPONSIBILITIES:
- Attend initial training meetings and any ongoing professional development meetings.
- Hold 2-4 hours of Study Hub sessions a week for undergraduate students (hours will most likely be divided over two 2-hour sessions).
- Guide student attendees through a goal-setting practice at the beginning of each session, provide a break mid-session, and end with goal-setting reflection prompts at the end of each session.
- Create Zoom session links, add session times and links to shared calendar, and report attendance numbers to supervisor.
- Respond to students’ questions during Study Hub sessions.
- Promote and maintain a welcoming atmosphere in the online sessions.
- Complete reflection task after holding 10 sessions (for recognition through Western’s Co-curricular Record).
- Discuss with supervisor any questions, difficulties, or problems.

POSITION REQUIREMENTS:
- Undergraduate students 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 Level-1 training: WHMIS, Health & Safety, Safe Campus, AODA, Mental Health
  Interactive Learning, Intercultural Competence & Global Engagement, Gender-Based Violence
- Complete Confidentiality Agreement and Student Contract
- Student Feedback Forms (per term)

POSITION SPECIFICS:

TERM LENGTH:
As soon as possible - April 30, 2022

TIME COMMITMENT:
- 2 hours per week (holding online Study Hub sessions on Zoom).
- Approximately 2 hours of LDS training in November.
- 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 Training 20 min)
- Code of Conduct, Ethics, Etiquette & Boundaries Training (30 min)
- Equity & Inclusion e-Learning Module (30 min)
- Gender-Based Violence Policy e-Learning Module (30 min)
- Indigenous Initiatives Content & Reflection (20 min)
- Return to Campus Module (COVID-19 Response) (10 min)
- 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
equality 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).