

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

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### **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](http://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.
- 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.
- Discuss with supervisor any questions, difficulties, or problems.
- Help promote Study Hub through means available to you

### **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 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:

September 1, 2022 - December 31, 2022

### TIME COMMITMENT:

- 2-4 hours per week (holding online Study Hub sessions on Zoom).
- 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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).