

POSITION TITLE: *Virtual Summer Activity Coordinator (Writing Support Centre)*

Position Summary:

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

The Virtual Summer Activity Coordinator will work with other team members to develop and execute programming for the Language in Culture Series (LinCS)—a three-day virtual program for international learners taking place in July. Your role is to welcome incoming students to Western and assist in their transition to university by sharing your insight about university writing, promoting the WSC and campus services, and answering applicable questions in a peer-group format.

What will you gain from this role?

- Develop and enhance communication, interpersonal, and leadership skills.
- Gain experience in planning and executing virtual programming at the postsecondary level
- Support others' learning and transition to university.
- Receive feedback via a performance review.
- Obtain recognition through Western's Co-curricular Record.

KEY RESPONSIBILITIES:

- Meet with student groups on Zoom and share critical insight regarding university writing and navigating campus services and resources. Meetings may involve running virtual icebreaker activities, Q&A sessions, or a Student Panel.
- Promote and answer applicable questions about the Writing Support Centre and its services through the LinCS course page on OWL.
- Support your fellow team members and provide constructive feedback when required.
- Support WSC staff during lectures by managing Zoom chat or responding to lecturer prompts.

POSITION REQUIREMENTS:

- Must demonstrate maturity and comfort in managing group discussions online. Volunteers must be comfortable sharing insight from their university experience.
- Must have excellent teamwork skills; ability to compromise and work with others to find creative solutions is essential.
- Must be proficient in English. Knowledge of Mandarin and/or Cantonese is an asset.
- Must be responsible and reliable. Communicating via email in a timely manner is essential.
- Familiarity with Writing Support Centre services is an asset.
- Preference for students entering second year or higher of a Western program with experience writing in first-year courses.
- Reliable Zoom access.
- Positive and supportive attitude.
- Punctuality is essential.

WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection

- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (per term)

** Trainings subject to change

POSITION SPECIFICS:

TERM LENGTH:

Summer term, from May 2023 – July 2023

TIME COMMITMENT:

- 2-4 hrs/wk May 1 – June 30; 5 – 10 hrs/wk July 1- July 29
- Hours will be spread throughout the week.
- Human Resources online training modules:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content

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, 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).