

POSITION TITLE: *OPSA Coordinator* (*Learning Development & Success*)

POSITION SUMMARY:

The Out of Province Student Association (OPSA) is a unique community of students who join Western from provinces and territories across Canada. The group provides both transitional and ongoing academic and social support for out of province students attending Western University and arriving from beyond Ontario's borders. OPSA provides a mentorship program for incoming first year students to connect with an upper year student from the same province or territory - often from the same city and program as well.

The OPSA Province Coordinator will oversee a group of upper year mentors from their assigned province. They will also run programming and events for their region/province and attend regular meetings with the OPSA Student Directors.

The OPSA Province Coordinator will also work closely with the Transition, Leadership and Enrichment team to complete administrative tasks, create and follow through on initiatives related to program enhancement, facilitate program promotion to the Western community, and help ensure the smooth day-to-day operations of OPSA.

What will you gain from this role?

- Ability to lead and engage a team of mentors
- Being part of a fun and supportive community
- Event management, promotion and project management
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- Support administrative functions and events for the OPSA community
- Coordinate the province specific mentorship program and are responsible for administering province specific programming
- Coordinators will be required to check-in with Province Mentors on a regular basis to ensure mentor-mentee relationships are developing appropriately and intervene when needed
- Provide emails to students with information about OPSA events throughout the year and respond to students' specific province inquiries and concerns as needed
- Represent the division of Student Experience professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

What kind of leader are we looking for?

- Experience with OPSA Team (in any capacity)
- Cooperative approach; strong teamwork skills
- Knowledge of resources, services and opportunities for Western students
- Excellent organizational skills, event planning experience
- Excellent verbal and written communication skills (notably through email communication)
- Ability to communicate and connect with individuals from a variety of backgrounds (Western Faculty, Staff, Graduate Students, OPSA participants)

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student, main campus only
- Completed at least 10 full courses (or equivalent) at Western
- Experience as an OPSA Mentor or student leader

POSITION SPECIFICS:

Term Length:

One academic year, September 1, 2025 - April 30, 2026 (training roles out in August)

Time Commitment:

- 3hrs/wk

Compensation:

- This is an unpaid volunteer position and eligible for Work Study

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:

Manager, Student Life (Transition, Leadership & Enrichment)

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 or phone 519.661.1111 (89081).