

Position Title: **OPSA Mentor** *(Transition, Leadership & Enrichment)*

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.

As a mentor, you will provide ongoing support to your mentee, facilitate meetings, and plan social events.

What will you gain from this role?

- Ability to engage with a group of first year students
- Being part of a fun and supportive community
- Enhanced communication skills through a variety of mediums
- Leadership experience
- Time management and problem-solving skills
- Teamwork and collaboration
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- In September, mentors are required to attend the OPSA launch event with their mentee
- Attend OPSA events and encourage first year mentees to attend them as well
- Work with your Province or Regional Coordinator to plan and execute Province/Region specific events
- Communicate regularly with your first-year students and keep them up-to-date about events, services and programs to enhance their Western experience
- Provide emails to students with information about OPSA events throughout the year and respond to students' specific province inquiries and concerns as needed
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

What kind of student leaders are we looking for?

- Strong teamwork skills
- Knowledge of resources, services and opportunities for Western students
- Excellent organizational skills
- Excellent verbal and written communication skills (notably through email communication)

Position Requirements:

- Minimum of 70% academic average (65% in Engineering)
- Western undergraduate student (main campus only)
- Completed (or in the process of completing) one year of study at Western
- Experience as a mentor or student leader
- Experience in helping others with diverse backgrounds and/or unique needs

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).