

Position Title: *Peer Coach Coordinator (Accessible Education)*

Position Summary:

Accessible Education (AE) provides supports and services to students with disabilities at Western, in all programs and faculties.

The AE team facilitates a Peer Coaching Program that aims to connect AE registered students, upon request, with an upper year Peer Coach who has experience and awareness of academic growth and resilience. The Peer Coaching Program offers AE-registered students tailored academic supports that focus on building more effective learning skills and strategies. Additionally, the program offers all Western students the opportunity to participate in group study sessions designed to help participants stay focussed on their academic tasks and increase their productivity.

The Peer Coach Coordinator co-facilitates the Peer Coaching program along with AE staff. The Coordinator is responsible for training and supporting the Peer Coaches, as well as the organization and planning of the guided group study sessions.

What will you gain from this role?

- Active role in eliminating barriers to accessibility at Western and increasing awareness of the needs of neurodiverse learners.
- Meaningful connections and contributions to a caring community.
- Meeting and event facilitation skills.
- Enhanced leadership, communication, time management, and problem-solving skills.
- Personal enrichment and growth.
- Ongoing professional development.
- Recognition through Western's Co-Curricular Record.

Key Responsibilities:

- Assist with planning and delivery of training for incoming Peer Coaches.
- Assist in matching Peer Coaches with students requesting to be coached
- Maintain regular contact with Peer Coaches, monitor coach/coachee matches to assist and/or seek assistance of supervisor where needed
- Initiate tracking of coachee performance through forms for accountability purposes.
- Arrange, promote, and organize Peer Coach staffing for group study sessions
- Co-facilitate regular team meetings, and assist with Peer Coach progress reports
- Perform other assigned tasks to the best of your ability.
- Serve as a role model for Student Experience (Accessible Education) to Western students and the community of greater London.
- Connect with supervisor to discuss and address any questions, difficulties, or concerns.
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation, and those with disabilities.

What kind of candidate are we looking for?

- Keen interest in developing leadership and supervisory skills.
- Strong interpersonal and communication skills, with the ability to empower and motivate others
- Ability to work independently and as part of a team.
- Ability to actively listen, problem solve and provide constructive feedback.
- Excellent time management and organizational skills.

Position Requirements:

- Completed (or in process of completing) at least one year of study at Western.
- Minimum 70% academic average (65% in Engineering).*
*Applicants with academic averages that do not meet minimum requirements are welcome to apply, if they can demonstrate how they learned and overcame academic and personal challenges.
- Open to reflecting on personal successes and challenges with the ability to apply these to future experiences and to motivate others.
- Open to learning about and engaging with individuals from diverse backgrounds.
- Fulfill training requirements and commit to weekly hours.

Position Requirements - Preferred:

- Familiarity or experience with AE would be an asset.
- Was formerly a Peer Coach (preferred).
- Senior year student.

Position Specifics:

Term Length:

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

Time Commitment:

- Assist with approximately 10 to 15 hours of AE training for Peer Coaches
- 5 to 7 hours per week in the academic school year (required)

Compensation:

Opportunity is open to students who wish to engage on a volunteer basis (unpaid) and/or as a work-study role for work-study eligible students.

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

Western Student Experience

- 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:

Accessible Education Learning Strategist.

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).