

Position Title: **Access Ed Transition Program 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 co-ordinates an Access Ed Transition Program series that aims to prepare and support incoming undergraduate and graduate students with disabilities. The Access Ed Transition Program facilitates a positive transition by welcoming students, informing students about AE and related processes, promoting campus resources, as well as sharing the Western student experience.

As an Access Ed Transition Program Coordinator, you will support with organizing and running the transition program sessions throughout the summer, fall, and winter terms. You will be expected to engage in training, meet with students, attend team meetings, and aid with events.

Access Ed Transition Program Coordinators will be supported and supervised by the AE Programming Coordinator or designate to ensure that coordinators are well-equipped to effectively support students and fulfill responsibilities.

What will you gain from this role?

- Active role in eliminating barriers to accessibility at Western.
- Enhanced communication, collaboration, time management, and problem-solving skills.
- Meaningful connections and contributions to a caring community.
- Effective program planning and coordination skills.
- Personal enrichment and growth.
- Ongoing professional development.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:

- Develop and deliver transition program sessions and related initiatives.
- Assist with promoting the AE transition program to incoming students.
- Meet with students and/or other support figures, when needed.
- Answer students' inquiries through various mediums.
- Serve as a role model for Student Experience (Accessible Education) to Western students and the community of greater London.
- Attend training sessions, team meetings, progress reviews, and events, when needed.
- Discuss any questions, difficulties, or concerns with supervisors.
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation, and those with disabilities.

What kind of candidate are we looking for?

- Excellent communication and interpersonal skills.
- Empathy and helping skills.
- Ability to work independently and as part of a team.
- Excellent time management skills.
- Possess awareness, sensitivity, and understanding of the needs of persons with disabilities.
- Keen interest in program coordination and enhancing public speaking 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 sharing your personal experience as a student.
- 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.
- Previous public speaking experience.

Position Specifics:

Position Length:

- Summer/Fall/Winter terms
- Training in May

Time Commitment:

- Approximately 10 to 15 hours of AE training in advance of the transition sessions.
- Approximately 2 to 6 hours per week.
- Hours per week may vary depending on programming needs.

WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
 - WHMIS
 - Health & Safety
 - Safe Campus
 - AODA
- Complete WPL Fundamental Training:
 - Boundaries E-Learning Module
 - 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 (one per term)

** Trainings subject to change

Reports to:

Accessibility Programming Coordinator or designate.

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).