

POSITION TITLE: *Digital Peer Team Lead & Editor (Student Experience)*

POSITION SUMMARY:

The Digital Peer Team Lead & Editor is a part of the **Student Experience Digital Communications & Marketing Team**. This position provides leadership to the Digital Peer Leaders (Student Blog Writers) team and supports the planning, development, editing, and publishing of student-written blog content for [Thrive Online](#) – Western’s Digital Community.

As the **Team Lead & Editor**, you will work closely with the Digital Engagement Specialist and a team of student writers to ensure high-quality, engaging, and timely blog content. You will support peers through topic development, editing, and content preparation while serving as an ambassador for student voice and digital connection across the university community.

Student Experience (SE) is organized into three pillars: Leadership & Learning, Sport & Recreation, and Wellness & Wellbeing. Professional and student staff work across these areas collaborating with student organizations, academic and administrative leaders to maximize the potential of each student.

What will you gain from this role?

- Develop and strengthen leadership, mentorship, and editorial skills.
- Gain hands-on experience managing a content team and editorial workflow.
- Enhance advanced writing, editing, and digital publishing skills.
- Build experience in project management, deadline coordination, and peer leadership.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western’s Co-curricular Record.

Key Responsibilities:

- Work with the Digital Communications & Marketing Specialist to organize and develop content for web and social.
- Create, develop and write articles and blog posts for the Thrive Online website.
- Provide peer leadership and mentorship to the Digital Peer Leaders (Student Blog Writers) team.
- Support team members in identifying blog topics aligned with student interests and Student Experience priorities.
- Edit and provide constructive feedback on blog drafts to ensure clarity, quality, tone, and accessibility.
- Coordinate blog timelines and ensure writers are on track to meet deadlines.
- Prepare and format blog content for publishing on the Thrive Online website.
- Collaborate with the Digital Engagement Specialist to schedule blog publication and support social media promotion.
- Assist with drafting or refining accompanying social media captions for blog posts.
- Attend initial training meetings and ongoing professional development meetings.
- Work as an ambassador for digital connections and student voice.
- Contribute creatively to communication building in digital spaces.
- Complete reflections periodically throughout the year. One reflection task may include goal setting.

- Promote and maintain a welcoming atmosphere to other Peer Leaders, and work collaboratively where required.
- Discuss with supervisor any questions, difficulties, or problems.

Position Requirements:

- Students with a strong interest in leadership, mentorship, communications, writing, media and social media.
- Demonstrated ability to provide constructive feedback and support peer development.
- Strong written communication, editing, and organizational skills.
- Ability to manage multiple deadlines and support a team in meeting expectations.
- Strong interpersonal skills and ability to work collaboratively with peers.
- Ability to work independently and virtually.
- Previous experience with blogging, editing, or content creation would be considered a strong asset.
- Experience with website content management systems or social media content preparation would be considered an asset.

POSITION SPECIFICS:

POSITION LENGTH:

- Fall/Winter terms
- Training in August

TIME COMMITMENT:

- 4 hours per week (working in digital spaces).

POSITION TRAINING:

- Approximately 2 hours of Thrive Online training.
- Approximately 1 hour per month of professional development with Student Experience.

****No commitments during exam periods.**

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:

Marcy Thomas, Digital Communications & Marketing Specialist (Student Experience).

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).