

POSITION TITLE: OPSA Director *(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.

The OPSA Director(s) will oversee a group of upper year OPSA Regional Coordinators with representation from various provinces. They will support programming and events for proposed by OPSA Regional Coordinators including logistics and promotions. The OPSA Director(s) will hold consistently meetings with committee members to support ongoing needs of out of province students.

The OPSA Director(s) 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?

- Develop skills in supervising and motivating a team of student leaders
- Gain experience leading meetings, setting agendas, delegating tasks, and managing projects
- Build confidence in decision-making and conflict resolution
- Strengthen abilities in logistics management, scheduling, partnering with campus departments, and day-of coordination
- Grow skills in writing promotional content, planning outreach, and using communication channels effectively
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- Recruit, onboard, and mentor a team of upper-year OPSA Regional Coordinators with representation from various provinces/territories
- Set goals, expectations, and timelines for the committee; ensure accountability and follow-through
- Chair regular committee meetings (e.g., weekly/biweekly), create agendas, and document action items
- Oversee the planning, logistics, and delivery of OPSA programming and events proposed by Regional Coordinators (e.g., welcome events, academic support sessions, social mixers, peer connection initiatives)
- Maintain proactive communication channels (email, social, drop-ins) to gather and respond to out of province student needs
- Identify trends or gaps in support (academic, social, cultural, or logistical) for potential programming
- Foster a welcoming community that supports student belonging and peer-to-peer connections
- Represent the division of Student Experience professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

- Ensure initiatives are inclusive, accessible, and tailored to out-of-province student transitions and community-building

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:

Position Length:

- Summer/Fall/Winter terms
- Training in May

Time Commitment:

- 4hrs/wk

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:

WPL Program Coordinator, (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).