

POSITION TITLE: OPSA Regional Coordinator *(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 Regional Coordinators serve as representation for different provinces. They collaborate and mentor the first-year representatives on the OPSA Committee. OPSA Regional Coordinators will run programming and events for their region/province and attend regular meetings with OPSA Directors.

The OPSA Regional Coordinators will report to OPSA Directors and work with the Transition, Leadership and Enrichment team when necessary 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?

- Ability to lead and engage a team of mentors
- Being part of a fun and supportive community
- Event management, promotion and project management
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- Build connections and foster a sense of belonging among out-of-province students
- Identify emerging academic, social, and transitional needs within your regional student community and share insights with the OPSA Director(s)
- Propose programming ideas that support out-of-province students—both regional-specific and OPSA-wide
- Assist in planning and coordinating events, including logistics, materials, and volunteer roles
- Lead elements of program execution, such as hosting, facilitating group activities, or managing event check-in
- Ensure programs reflect inclusivity, accessibility, and the unique needs of out-of-province students
- Help promote OPSA programs through social media, in-person outreach, and student networks
- Encourage first-year and new out-of-province students to participate in OPSA initiatives
- Attend regular committee meetings organized by the OPSA Director(s)
- Provide updates on initiatives, challenges, and student feedback during meetings
- Collaborate with fellow Regional Coordinators representing other provinces to coordinate OPSA-wide initiatives and ensure cohesive programming
- Communicate proactively with OPSA Director(s) regarding progress, concerns, or support needs
- Represent the division of Student Experience professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities

What kind of leader are we looking for?

- 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 considered an asset

POSITION SPECIFICS:

Position Length:

- Fall/Winter terms
- Training in August

Time Commitment:

- 3hrs/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).