

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

Position Summary:

Accessible Education (AE) provides supports and services to students with disabilities at Western, in all programs and faculties. We honor disability as one of the many forms of diversity on our campus and as such, we actively collaborate with faculty, staff, and students to support an accessible campus. We work to establish best practices for disability inclusion by identifying barriers to education and problem solving to create equitable learning environments

Peer Coaches play a role in supporting accessibility and helping to create an inclusive community of learners on campus by:

- modelling successful student behaviours
- sharing and demonstrating effective learning skills and strategies, including time and task management, organization, study planning and more
- bringing students together to support one another to reach academic goals
- creating an on-campus study environment conducive to focus and productivity

Peer Coaches facilitate *Study Zone* - a drop-in group study space designed to help students focus, stay motivated, and feel a little less alone while getting work done. Sessions are held in the Weldon Community Room.

Peer Coaches will also be visible in on-campus study spaces so students may approach with questions and concerns. Peer Coaches offer in-the-moment support by sharing their knowledge as successful students, guiding students to appropriate on campus supports and resources, and empowering students to adopt new learning skills and strategies that can better support their success.

Peer Coaches are supported and supervised by Accessible Education's Learning Strategist

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
- Teaching/coaching experience through the delivery of learning strategies, goal setting, and referral to resources
- Meeting and event facilitation skills
- Enhanced communication, collaboration, time management, and problem-solving skills.
- Personal enrichment and growth
- Ongoing professional development
- Recognition through Western's Co-Curricular Record

Key Responsibilities:

- Work a minimum of 2 drop-in hours per week in the Accessible Learning Lab
- Work at least 2 Study Zone sessions per term as Leader, Greeter, or Set-up/Clean-up crew

- Attend initial training meetings and ongoing professional development meetings
- Monitor and respond to communications through email and MS Teams
- Prepare to assist fellow students by collecting a portfolio of learning resources through professional development opportunities and personal research
- Facilitate access to academic and campus resources by providing students with relevant information
- Promote and maintain a welcoming and productive atmosphere as a participant at Study Zone sessions whenever possible
- Perform other assigned tasks to the best of your ability
- 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 candidates are we looking for?

- Experience as a Western student
- Awareness of academic growth and resilience
- Empathy and helping skills
- Strong interpersonal and communication skills
- 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
- Keen interest in developing personal leadership and teaching/coaching skills

Position Requirements:

- Completed (or in process of completing) at least one year of study at Western
- Minimum 70% academic average (65% in Engineering)*
- 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

*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

Position Requirements (Preferred):

- Familiarity or experience with AE would be an asset

Position Specifics:

Position Length:

- Fall/Winter terms
- Training in August

Time Commitment:

- 3 to 5 hours per week in the academic school year (on average)

Position Training:

- Approximately 10-15 hours of training in late August and early September
- Approximately 3-4 hours per month of team meetings, online communication and professional development sessions

**** No commitments during December/April exam periods or the Fall/Winter Reading Weeks**

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)

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.cassery@uwo.ca or phone 519.661.1111 (89081).