

POSITION TITLE: *Scholars' Student Liaison – Scholar's Electives Connectors Program* (Transition, Leadership & Enrichment)

POSITION SUMMARY:

Western Scholars and Scholar's Electives are both programs for high-achieving students. Three Scholar's Program Liaisons will report to and work alongside the Scholars Program Coordinator and the Student Program Coordinator to ensure the success of the scholar's community-engagement programs: Scholars Publications, Community Engagement, and Scholar's Electives Connectors.

The Connectors Program Liaison will work to support Scholar's Electives Connectors as upper-year mentors to connect with their mentees, facilitate opportunities for members of this community to meet in-person, and support the pairs and groups and the integration and awareness of this program into the broader Scholars community.

Due to the nature of this role, this student will be required to complete their CliftonStrengths assessment and complete additional 1:1 coaching and training sessions to support the integration and use of Strengths in student mentorship. This Liaison will offer 1:1 support to Connectors in their role, support the planning and execution of events as needed, and increase program integration with the broader Scholars Community and other mentorship programs across campus. Each Liaison will work regularly with the other two to ensure there is cohesion of programming to best support and engage students from all disciplines.

What will you gain from this role?

- Ability to support and strengthen community through diverse, interdisciplinary initiatives.
- Completion of CliftonStrengths assessment, 1:1 Strengths coaching session, and training for peer-to-peer Strengths Coaching skills (Required).
- Networking opportunities across campus with faculties and other community groups.
- Being part of a fun and supportive community.
- Experience in written and digital publication, promotion, and project management, and event management.
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca).

Key Responsibilities:

- Support administrative functions for Connectors program and the integration with other community programs.
- Coordinate with other Liaisons and Student Coordinator for event and program support and collaboration opportunities.
- Support key promotional aspects of the Scholars Community and the Connector's program.
- Provide emails to students with information about Connector's throughout the year and respond to students' inquiries and concerns as needed.
- Follow through on assigned tasks and projects in a timely manner.
- Maintain confidentiality standards as required.
- 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

- Proven record of leadership, extracurricular involvement, and diverse/interdisciplinary interests.
- Student must have actively participated in the Scholars programs.
- Excellent organizational and time-management skills.
- Professional written communication skills.
- Proven track record of leadership and community involvement.
- Social media and promotional proficiencies
- Creativity and willingness to implement new ideas and events and support existing programming.
- Create and follow through on initiatives related to program enhancement based on student feedback and understanding of evolving student needs in a university environment.

Position Requirements:

- Must be a full-time Scholars Electives student in high academic standing.
- Minimum 1 year experience as a Scholar's Electives Connector. Additional student leadership experience is preferred.
- Minimum 80% academic average.
- Western undergraduate student, main campus only.
- Completed at least 10 full courses (or equivalent) at Western.

POSITION SPECIFICS:

Position Length:

- Summer (August)/Fall/Winter terms
- Training in July

** Hours in July/August will be held virtually. In-person responsibilities will begin in September.

Time Commitment:

- 3-5 hours per week.

Position Training:

- Position-specific training as directed by position supervisor.
- Completion of CliftonStrengths Assessment
- 1-1 Strengths Coaching Session with Certified Strengths Coach.
- Peer-to-peer Strengths Coaching skills training.

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:

Coordinator (*Student Experience & Engagement*)

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).