

POSITION TITLE: *Scholars' Student Liaison – Scholars Publications* (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, Scholar's Electives Connectors.

The Scholars Publications Liaison will work specifically to support the initiatives of the Scholars Publications team and the integration and awareness of this program into the broader Scholars Community. Scholars Publications initiatives may include but are not limited to Social Media strategizing and implementation, Scholars Showcase Magazine, blog posts, event coverage, and other artistic opportunities and partnerships in the community and across campus.

This Liaison will partner with the editors of Scholars Publications to support the awareness and integration of their activities and developing creative strategies to collaborate with both the Scholars Publications team and the Scholars Student Leadership team to achieve mutual goals. Each Liaison will work seamlessly 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.
- Experience in written and digital publication, promotion, project management, and event management.
- Networking opportunities across campus with faculties and other campus and community groups.
- Being part of a fun and supportive community.
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca).
- Completion of CliftonStrengths assessment, 1:1 Strengths coaching session, and training for peer-to-peer Strengths Coaching skills. (Optional)

Key Responsibilities:

- Support administrative functions for Scholars Publications 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 through in-person and digital platforms.
- Provide emails to students with information about Scholar's Publications 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

- Experience with writing. Additional experience with visuals/graphic design on social media (e.g., Instagram) and other platforms preferred.
- 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 student in high academic standing.
- Minimum 80% academic average.
- Western undergraduate student, main campus only.
- Completed at least 10 full courses (or equivalent) at Western.
- Experience as a student leader and in event coordination.

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.

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).