

POSITION TITLE: *Scholars' Student Liaison – Community Engagement* (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 Community Engagement Liaison will work specifically to create, support, and promote events and opportunities to engage students in both Scholars Programs. 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.

This Liaison will work closely with the Scholars Student Coordinator to create and promote enticing and inclusive scholar's events, find points of connection and collaboration with the other Liaisons and campus partners, and identify new opportunities for Scholar's students to get support across campus.

What will you gain from this role?

- Ability to support and strengthen community through diverse, interdisciplinary initiatives.
- Networking opportunities across campus with faculties and other community groups.
- Being part of a fun and supportive community.
- Event management, promotion and project management.
- 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:

- Seek and utilize student feedback to tailor and improve program offerings.
- 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.
- Support administrative functions and events for the Scholars community.
- Provide emails to students with information about scholar's events 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.
- Captivating presentation skills, experience with interactive public speaking.
- Excellent organizational and time-management skills.
- Professional written communication skills.
- Proven track record of leadership and community involvement.
- Social media and promotional proficiencies. Additional experience with visuals/graphic design preferred.
- 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).