

Position Title: *Program Assistant (Wampum Learning Lodge)*

Position Summary:

The Wampum Learning Lodge (WLL), an intercultural teaching, learning, and gathering space at Western University. The Lodge was designed with Indigenous epistemologies and pedagogies at its heart, creating a place where Indigenous and non-Indigenous communities can come together to learn, share, and build relationships.

The WLL priority areas include: educational programming, cultural events and ceremonies, community-bridging programming, and serving as a hub for collaboration between Western and local Indigenous communities.

The Culture Nights Program specifically includes three different cultural programs that run concurrently, including the Indigenous Community Craft Circle, the Young Indigenous Men's Pow Wow Singing Practice, and Pow Wow Fitness Class (For Everyone!).

As a Program Assistant, your role would be to assist the WLL staff with daily administrative tasks, program delivery, and various events.

What will you gain from this role?

- Personal satisfaction and growth.
- Gain experience working in an office environment.
- Learn more about Indigenous Initiatives at Western.
- Receive feedback via a midterm performance review.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:

- Assist with planning and preparation for Culture Nights and other Wampum Learning Lodge programming.
- Facilitate conversation and engagement during events to create a welcoming environment.
- Support event logistics, including setup, takedown, and on-site coordination.
- Perform light administrative tasks such as organizing materials and updating schedules.
- Maintain general tidiness and upkeep of the Lodge space.
- Provide additional support for various events and activities as needed.

Position Requirements:

- Must demonstrate initiative, enthusiasm, and excellent organizational skills, as well as maturity and a high-level of interpersonal and intercultural communication skills.
- Computer skills, willingness to learn various web applications.
- Must be able to work independently.
- Problem-solving abilities.

POSITION SPECIFICS:

Position Length:

- Fall/Winter terms
- Training in August

Time Commitment:

- 4-5hrs/wk (may vary depending on projects and student availability for extra hours).
- MUST be available on every other Wednesday evening both semesters during Culture Nights.
 - Preferably 3:30 p.m. – 8:30 p.m.

Position Training:

- Position specific training as arranged by Supervisor.

Western Peer Leader (WPL) Training (August):

- 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:

Lauren September Poeta, Communications Coordinator, Office of Indigenous Initiatives.

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

Western Student Experience

for interviews or other meetings, please contact our Administrative Officer at shona.casserly@uwo.ca or phone 519.661.1111 (89081).