

## **Position Title:** *Accessibility Mentorship Program Team Leader*

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### **Position Summary:**

The Accessibility Mentorship Program (AMP) connects upper year mentors with first-year students registered with Services for Students with Disabilities at Western's main campus. As the AMP Student Coordinator, you will work closely with a team of enthusiastic and driven student leaders, striving to help make a positive difference in the lives of first year students. Each student has their own set of unique and diverse needs, and the intent of this program is to provide ongoing support to help ease their transition to life at university.

Over the academic year, the AMP Team Leader's role is to supervise and support the Mentors as they strive to provide meaningful support to their mentees. The Team Leader will ensure AMP Mentors maintain weekly contact with their mentees, conduct bi-annual performance reviews for AMP Mentors, provide guidance and advice to Mentors through bi-weekly meetings, and plan social events and team bonding activities. The Team Leader will work with the Transition, Leadership and Enrichment Programs Assistant to complete administrative tasks, create and follow through on initiatives related to program enhancement, and help to develop monthly training for AMP Mentors.

AMP Team Leaders will be supported and supervised by the Student Coordinator to ensure all Team Leaders and Mentors are well equipped to effectively support mentees and complete the day-to-day operations of AMP.

### **What will you gain from this role?**

- Recognition through Western's Co-Curricular Record
- Leadership experience, teamwork, and collaboration
- Strong project management, planning and organization skills
- Experience giving presentations and facilitating meetings
- Oral and written communication skills
- Time management and problem solving skills

### **What do we ask from you?**

- Assist with the creation and facilitation of training, both in the initial training phase and on-going throughout the year
- Update and monitor the AMP Facebook groups
- In bi-weekly meetings, assess needs and provide resources and support for the AMP Mentors
- Provide resources and support for Mentees when needed
- Conduct bi-annual program and performance evaluations for Mentors
- Participate in the selection process for 2019-2020 Mentors and the Team Leader(s) for the 2020-2021 academic year.
- Act as a liaison between staff, AMP Student Coordinator and Mentors
- Assist, where directed, with advertising, planning, and facilitating large-group events
- Assist with facilitating promotion of the program at events and fairs

- Other duties as assigned

**What kind of student leaders are we looking for?**

- Community involvement through volunteer experience
- Demonstrated leadership experience and an ability to supervise others
- Ability to work individually and as part of a team
- Excellent oral and written communication skills
- Enthusiastic and involved member of the Western community an asset
- Interested in helping others and in developing leadership skills an asset
- Conflict management skills and experience an asset

**Position Requirements:**

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student, main campus only
- Completed at least 10 full courses (or equivalent) at Western
- Experience as a Peer Mentor, Team Leader, or Student Coordinator
- Experience in helping others with diverse backgrounds and/or unique needs

**Position Specifics:**

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**Term Length:**

One academic year, September 2, 2019 – April 27, 2020

**Time Commitment:**

Varies depending on the time of year and the needs of the mentoring team; will average out to approximately 5 hours per week.

**Compensation:**

Volunteer position, Work Study eligible.

**Number of Positions Available:**

2

**Reports to:**

Transitions, Leadership and Enrichment Programs Assistant

**Application Method:**

Login to [CareerCentral](#), and navigate to the [Campus Student 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, Aboriginal 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 [ralary@uwo.ca](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).