

Position Title: *Leadership and Academic Mentorship Program 1.0 Student Coordinator*

Position Summary:

The Leadership and Academic Mentorship Program (LAMP) connects students, upon request, with an upper year Peer Mentor from their Faculty or Program. LAMP 1.0 aims to provide academic and social support to first-year students to offer a successful transition to university life.

The LAMP 1.0 Student Coordinator will supervise a team of 16 Faculty Team Leaders, and 140 LAMP 1.0 Mentors to ensure they are well-equipped to assist students, by providing training and support, weekly meetings, and coordinating various programs throughout the year including: professor meet and greets, study sessions, writing support sessions, exam de-stressors and networking events.

The Student Coordinator will also work closely with the Coordinator: Student Engagement Programs to complete administrative tasks, create and follow through on initiatives related to program enhancement, facilitate program promotion to the Western community, and help ensure the smooth day-to-day operations of LAMP 1.0.

What will you gain from this role?

- Meeting and presentation facilitation skills
- Direct experience supervising students
- Event planning and execution skills
- Experience with the recruitment and selection process
- Effective communication through a variety of mediums
- A Letter of Reference from the Community Engagement Coordinator
- Recognition through Western's Co-Curricular Record

Key Responsibilities:

- Act as a liaison with campus and community members
- Administrative duties including answering e-mail and telephone inquiries
- Take part in creating and delivering training throughout the year
- Update and monitor the LAMP web site lamp.uwo.ca
- Assess needs and provide resources and support for Team Leaders
- Take part in both initial and on-going Student Leadership Training
- Participate in twice-yearly program and performance evaluations
- Participate in the selection process for Peer Mentors
- Meet weekly with Coordinator and Team Leaders
- Attend weekly faculty meetings as needed
- Assist, where directed, with advertising, planning, and facilitating large-group events

What Kind of student leaders are we looking for?

- Enthusiastic and involved member of the Western community
- Able to work as part of a team
- Excellent communication skills
- Interested in helping others and in developing leadership skills
- Conflict Management Skills/ experience
- Community involvement through volunteer experience
- Demonstrated leadership experience and ability to supervise others
- Experience with non-profit groups or student government 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
- Past participation in LAMP either Team Leader or Peer Mentor

Position Specifics:

Term Length:

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

Time Commitment:

A maximum 5 hours per week.

May vary, depending on the time of year.

Compensation:

Current rate of pay is \$14.00 per hour (less applicable deductions). You will receive vacation pay at a rate of 4% per month as provided for in the Employment Standards Act.

Number of Positions Available:

2

Reports to:

The Coordinator of Student Engagement Programs

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 or phone 519.661.1111 (89081).