

Position Title: *Leadership Education Program Student Coordinator*

Positions Summary:

The Leadership Education Program (LEP) is a free program that provides Western undergrads with an opportunity to gain a wealth of knowledge that will help them become truly effective leaders. LEP consists of a series of workshops that cover three subjects: Individual Leadership, Group Leadership, and Community Leadership. Students receive a Letter of Accomplishment upon completion.

The LEP Student Coordinator will work closely with the Coordinator of Student Engagement Programs and the Leadership Education Program committee to complete administrative tasks, create and follow through on initiatives and program enhancement, assist with program promotion to the Western community and help ensure the smooth day-to-day operations of LEP.

What will you gain from this role?

- Professional leadership experience
- The ability to impact a key student service designed to make Western students successful in developing transferrable skills
- Critical contributions to the selection process for incoming facilitators
- Facilitation skills to run LEP committee meetings, workshops, and events
- Event planning skills to organize workshops and the LEP summit
- The knowledge that you have made a meaningful difference for the Western students you help; when LEP helps students to grow their leadership skills, they take those skills into the workforce and into the larger community to make a difference
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)

Key Responsibilities:

- Coordinate and reply to all email inquiries related to the program during that timeframe
- Collaborate with staff as well as student facilitators to set dates, times and book locations for fall and winter workshops
- Solve problems that may emerge during the day to day operations of the program
- Help recruit and select the incoming team of student facilitators and committee members
- Delegate to the LEP committee team in order to meet goals for the program, including aspects of marketing, training and event planning (LEP Summit)
- Share your enthusiasm for the development and growth of Western students
- Represent Student Experience and Western University through conduct in accordance with professional standards
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

What kind of candidate are we looking for?

- Strong organizational skills

- The ability to work independently and as part of a team
- Dedication to work toward developing a strong team of facilitators
- Excellent oral and written communication skills
- Dedication, integrity, dependability, initiative
- A positive attitude and a commitment to helping Western students
- The ability to provide and accept constructive feedback
- Strong event planning skills
- Ability to manage a large team of student volunteers

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student
- Completion (or completing presently) at least 10 full courses (or equivalent) at Western
- Past experience in the Leadership Education Program
- Community or campus involvement
- Leadership experience including the ability to inspire a shared vision and encourage volunteer participants to work together to reach this shared vision
- Experience with the Leadership Education Program
- Experience organizing and planning events and working toward long term projects

Position Specifics:

Term Length:

September 2, 2019 – April 27, 2020

Time Commitment:

A maximum 5 hours per week.

May vary, depending on the time of year.

Compensation:

The rate of pay for is \$14.00

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).