

Position Title: *Leadership Education Program (LEP) Team Leader*

Position 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.

Over the academic year, the LEP Team Leader's role is to supervise and support the LEP Facilitators. The LEP Team Leader will ensure LEP Facilitators attend mandatory training, follow the workshop outline and ensure quality control, provide feedback to improve workshop delivery and work with the LEP Student Coordinator to plan a Leadership Summit in the fall and winter term. The Team Leader will work with the Coordinator of Student Engagement Programs to complete administrative tasks, create and follow through on initiatives related to program enhancement, and help to develop training for LEP Facilitators.

What will you gain from this role?

- Professional leadership experience
- 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)
- Strong project management, planning and organization skills
- Oral and written communication skills
- Time management and problem solving skills

What do we ask from you?

- Update and monitor the LEP Facebook groups
- In bi-weekly meetings, assess needs and provide resources to support the Facilitators
- Conduct bi-annual program and performance evaluations for Facilitators
- Participate in the selection process for 2019-2020 Facilitators
- Act as a liaison between staff, LEP Student Coordinator and staff
- Assist, where directed, with advertising, planning, and facilitating large-group events
- Facilitate promotion of the program through team drop-ins, events and fairs

What kind of student leaders are we looking for?

- Demonstrated leadership experience and ability to supervise others
- Community involvement through volunteer experience

- 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:

- Western undergraduate student
- Completion of at least 10 full courses (or equivalent) at Western
- Minimum 70% academic average (65% in Engineering)
- Experience as a LEP Facilitator

Position Specifics:

Term Length:

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

Time Commitment:

Vary, depending on the time of year and the needs, averaging 5 hours per week

Compensation:

This is an unpaid volunteer position and eligible for Work Study

Reports to:

The Coordinator of Student Engagement Programs

Number of Positions Available:

4

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).