

Position Title: *Summer Academic Orientation Leader*

Position Summary:

The goal of the Summer Academic Orientation Program (SAO) is to assist first year students with their transition to the university environment and culture. This includes helping first year students get connected, learn more about services at Western, explore our campus and meet members of our community before they begin school in September. Over the course of the summer, we see approximately 3500 students and over 4000 guests.

SAO Leaders provide support to incoming first-year students in-person, through email, and over the phone. They deliver presentations about campus services, assist with creating timetables, and guide campus tours. SAO Leaders work with the SAO Coordinators and the Transitions, Leadership, and Enrichment team to ensure this orientation program is a success, by being a key part the day-to-day operations.

What will you gain from this role?

- Enhanced communication skills
- Problem solving and mediation experience
- Teamwork and leadership skills
- Event planning and execution
- Presentation facilitation experience

Key Responsibilities:

- Greet, welcome and register SAO participants upon arrival
- Facilitate small group discussions with students
- Deliver large group presentations and discussions with parents and guests
- Assist students with the scheduling of their classes and the registration of their courses
- Lead tours of the campus and select residences
- Help students get to where they are scheduled to be, answer questions, and offer assistance when needed
- Provide a friendly and supportive environment for students and guests who attend
- Encourage involvement with student activities
- Lend advice and share experiences to help students feel comfortable during this transition
- Serve as well-rounded role models for incoming students
- Foster a positive and inclusive environment that helps participants develop an identity as Western community members
- Display an energetic and enthusiastic attitude
- Provide phone and electronic support for incoming students

What kind of student leaders we looking for?

- Enthusiastic and involved member of the Western community
- Able to work as part of a team and communicate effectively
- Knowledgeable about supports and services available to students at Western
- Willingness to learn and expand knowledge of campus resources
- Demonstrated experience facilitating small group discussions

- Experience working with high needs groups, effectively managing conflict with a customer service focus
- Knowledge of course registration and degree requirements
- Ability to take direction and provide leadership accordingly
- Open to receiving coaching in the area of public speaking
- Ability to demonstrate professional and appropriate relationships with students, parents and other staff members during training and SAO
- Ability to build relationships with campus partners and integrate information from different campus departments to connect first year students and resources

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student, main campus only
- Completed at least 5 full courses (or equivalent) at Western
- Attend interviews in February
- Demonstrated leadership skills and knowledge about programs and services at Western

Position Specifics:

Term Length:

Summer Position, June 10, 2019 – August 9, 2019

Time Commitment:

SAO leaders will be employed 8-9 weeks (depending on program requirements). During this time, Leaders will be required to work approximately 6 hours per day between the hours of 8:30am and 5:00pm

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*.

Reports to:

The Coordinator of Student Engagement Programs

Number of Positions Available:

12

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).