

## **Position Title:** *Summer Academic Orientation Student Coordinator*

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### **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.

The SAO Student Coordinator supervises and supports a group of 12 SAO Student Leaders throughout the summer. They facilitate the training of these student leaders, conduct student e-advicing and phone appointments, manage the SAO email and booking system, and assist with event preparation and management throughout the duration of the program.

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

- Direct experience training and supervising student leaders
- Meeting facilitation and presentation skills to varied audiences
- Enhanced communication skills through a variety of mediums
- Further development of your leadership skills
- Experience with event planning and coordination
- Problem solving and mediation practice
- Enhanced organizational skills

### **Key Responsibilities:**

- Act as a liaison between campus partners and Student Experience
- Respond in a timely manner to email inquiries from participants and guests
- Track attendance of participants and manage the online tracking system
- Create, edit and update presentations used by SAO Leaders
- Assist with training and SAO student staff development
- Scheduling and printing documents for daily appointments
- Work with SAO leaders to ensure daily events run smoothly and efficiently
- Provide a friendly and supportive environment for students and guests who attend
- Give the Morning Welcome presentation to students and guests upon arrival
- Serve as well-rounded role models for incoming students and first time SAO leaders
- Foster an environment that helps participants develop an identity as Western community members
- Display an energetic and enthusiastic attitude

### **What kind of candidate are we looking for?**

- Ability to work independently and as part of a team
- Enthusiastic and involved members of the Western community
- Excellent communicators
- Employs passion, empathy, and a desire to help others

- Experience working with high needs groups, effectively managing conflict with a customer service focus
- Excellent coordination skills and the ability to manage multiple projects and demands
- High attention to detail and organization skills
- Ability to facilitate training in an engaging manner
- Aptitude for building relationships with campus partners and integrate information from different campus departments to connect first year students and resources
- Knowledge of supports and services available to students at Western
- Willingness to learn and expand knowledge of campus resources
- Demonstrated experience facilitating small group discussions
- Knowledge of course registration and degree requirements
- Ability to take direction and provide leadership accordingly
- Ability to demonstrate professional and appropriate relationships with students, parents and other staff members during training and SAO

### 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
- Able to attend interviews in February
- Previous experience working with SAO (or equivalent as demonstrated through knowledge of programs and services on campus)
- Demonstrated leadership skills and knowledge about programs and services at Western

### Position Specifics:

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#### Term Length:

Full-Time Summer Position, May 6- August 23, 2019

#### Time Commitment:

SAO Student Coordinators will be employed 16 weeks (depending on program requirements). During this time, leaders will work up to 7 - 7.5 hours per day between the hours of 8:30am and 5:00pm. Hours will average 30 per week.

#### Compensation:

Current rate of pay is \$16.00 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:

2

#### 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).