

Position Title: *Society of Mature Students Student Coordinator*

Position Summary:

The Society of Mature Students (SMS) is a community of adult learners. The purpose of the group is to provide social and academic support for mature and transfer students while advocating for issues that impact this diverse cohort.

The SMS Student Coordinator work to reduce or eliminate barriers to inclusion, as well as connecting incoming mature students with campus resources and supports to ensure a successful transition to University.

The SMS Student Coordinator will supervise a team of 2 SMS Team Leaders, and 10 Mentors to ensure they are well-equipped to assist students, by providing training and support, bi-weekly meetings, and coordinating various programs throughout the year including: academic support sessions, exam de-stressors, and family-friendly social events.

The Student Coordinators will also work closely with the Transition, Leadership and Enrichment Program Coordinator 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 SMS.

What will you gain from this role?

- The knowledge that you've helped affirm the needs of mature students in practical ways
- Formal leadership experience: e.g. team building, communication, facilitation
- Program management experience in overseeing logistics of events such as deciding on event type, booking rooms, advertising events, monitoring attendance, evaluating events
- Experience facilitating workshops and events
- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)
- Make meaningful connections with Western staff and students

Key Responsibilities:

- Set up social and educational activities that are of interest to mature students, e.g. time management, essay writing, mindfulness meditation
- Supervising the day-to-day operation of the Society of Mature Students Mentorship Program, providing support and encouragement to first year mature students
- Move forward conversations about concerns mature students raise
- Perform tasks that have been assigned to the best of your ability – ask for help if you need it
- Represent Western Student Experience professionally
- Dedication, integrity, dependability, initiative

- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

What kind of candidate are we looking for?

- Enthusiastic and involved member of the Western community
- Organized with excellent time management skills
- Ability to work independently and as part of a team
- Responsible and able to take initiative
- Strong interpersonal skills

Position Requirements:

- Mature student experience of your own at either the undergraduate or graduate levels; minimum of 5 undergraduate courses completed
- Interested in helping other mature students

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 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).