

## **Position Title:** *Accessibility Mentorship Program Student Coordinator*

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### **Position Summary:**

The Accessibility Mentorship Program (AMP) connects upper year mentors with first-year students registered with Services for Students with Disabilities on Western's main campus. As the AMP Student Coordinator, you will work closely with a team of enthusiastic and driven student leaders, striving to help make a positive difference in the lives of first year students. Each student has their own set of unique and diverse needs, and the intent of this program is to provide ongoing support to help ease their transition to life at university.

Over the academic year, the AMP Student Coordinator's role is to supervise and support the Team Leaders and Mentors as they strive to provide meaningful support to their mentees. The Student Coordinator will ensure AMP Team Leaders maintain bi-weekly contact with their Mentor Team, conduct bi-annual performance reviews, provide guidance and advice to the Team Leaders through bi-weekly meetings, and plan social events and team bonding activities.

The Student Coordinator will also work with the Transition, Leadership and Enrichment Program Coordinator to complete administrative tasks, create and follow through on initiatives related to program enhancement, and help ensure the smooth day-to-day operations of AMP.

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

- Recognition through Western's Co-Curricular Record
- Leadership experience
- Strong project management, planning and organization skills
- Experience giving presentations and facilitating meetings
- Oral and written communication skills
- Time management and problem solving skills
- Teamwork and collaboration

### **What do we ask from you?**

- Administrative duties including answering e-mail inquiries
- Assist with the creation and facilitation of training, both in the initial training phase and on-going throughout the year
- Update and monitor the AMP webpage, and the AMP Facebook groups
- In bi-weekly meetings, assess needs and provide resources and support for the AMP Team Leaders
- Meet with the TLE Programs Assistant on a monthly basis
- Provide resources and support for AMP Mentors and Mentees when needed
- Conduct bi-annual program and performance evaluations for Team Leaders
- Participate in the selection process for 2019-2020 Team Leaders and the Student Coordinator(s) for the 2020-2021 academic year
- Act as a liaison between staff and students
- Assist with advertising, planning, and facilitating large-group events
- Other duties as assigned

**What kind of student leader are we looking for?**

- Enthusiastic and involved member of the Western community
- Able to work individually and as part of a team
- Excellent oral and written communication skills
- Interested in helping others and developing personal leadership skills
- Demonstrated leadership experience
- Ability to problem solve and provide constructive feedback
- Dedication, integrity, dependability, initiative
- Ability to supervise others
- Excellent organization skills
- Conflict management skills and experience

**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
- Experience as a Peer Mentor, Team Leader, or Student Coordinator
- Experience in helping others with diverse backgrounds and/or unique needs

**Position Specifics:**

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**Term Length:**

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

**Time Commitment:**

Varies depending on the time of year and the needs of the mentoring team; will average out to no more than 8-10 hours per week.

**Compensation:**

Volunteer position, Work Study eligible.

**Reports to:**

Transitions, Leadership and Enrichment Programs Assistant

**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).