

## LAMP - 1.0 Student Coordinator

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The Student Coordinator will work closely 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 operation of the Leadership and Academic Mentorship Program.

### Key Responsibilities

- Act as a liaison with campus and community members
- Administrative duties including answering e-mail and telephone inquiries
- Take part in creating and delivering training, both in the initial training phase and on-going throughout the year
- Update and monitor the LAMP web site lamp.uwo.ca
- Assess needs and provide resources and support for Team Leaders
- Take part in both initial and on-going Student Leadership Training
- Participate in twice-yearly program and performance evaluations
- Participate in the selection process for Peer Mentors
- Meet weekly with Coordinator and Team Leaders
- Attend weekly faculty meetings as needed
- Assist, where directed, with advertising, planning, and facilitating large-group events
- Other duties as assigned

### What do we ask from you?

- Enthusiastic and involved member of the Western community
- Able to work as part of a team
- Excellent communication skills
- Interested in helping others and in developing leadership skills
- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student, main campus only
- Completed at least 10 full courses (or equivalent) at Western
- Conflict Management Skills/ experience
- Experience as a Peer Mentor, Team Leader, or Student Coordinator
- Able to supervise others

### What kind of student leaders are we looking for?

- Community involvement through volunteer experience
- Demonstrated leadership experience
- Experience in working as part of a team
- Experience with non-profit groups or student government an asset
- Past participation in LAMP either Team Leader or Peer Mentor

### Hours

Vary, depending on the time of year and the needs of the mentoring team, but over the academic year (September 1 – April 29), will average out to no more than 8-10 hours per week.

### Pay

Current rate of pay is \$11.60 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.