

Student Coordinator, Leadership Education Program (LEP)

The Student Coordinator will work closely with the Coordinator of Student Engagement Programs and the Leadership Education Program committee to complete administrative tasks, create and follow through on initiatives and program enhancement, and help ensure the smooth day-to-day operation of the Leadership Education Program (LEP).

What will you gain from this role?

- professional leadership experience
- the ability to impact a key student service designed to make Western students successful in developing transferrable skills
- critical contributions to the selection process for incoming facilitators
- facilitation skills to run LEP committee meetings
- facilitation skills for workshops and events
- event planning skills to organize workshops and the LEP summit
- the knowledge that you have made a meaningful difference for the Western students you help; when LEP helps students to grow their leadership skills, they take those skills into the workforce and into the larger community to make a difference
- recognition through Western's Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- 5 hours a week from September 3 – April 30
- coordinate and reply to all email inquiries related to the program during that timeframe
- collaborate with Success Centre staff as well as student facilitators to set dates, times and book locations for fall and winter workshops
- solve problems that may emerge during the day to day operations of the program
- help recruit and select the incoming team of student facilitators and committee members
- delegate to the LEP committee team in order to meet goals for the program, including aspects of marketing, training and event planning (LEP Summit)
- share your enthusiasm for the development and growth of Western students
- dedication, integrity, dependability, initiative
- represent The Student Success Centre and Western University through conduct in accordance with professional standards
- respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

What kind of candidate are we looking for?

- past experience in the Leadership Education Program
- strong organizational skills
- the ability to work independently and as part of a team
- dedication to work toward developing a strong team of facilitators
- excellent oral and written communication skills
- responsibility as a core value
- dedication, integrity, dependability, initiative
- a positive attitude and a commitment to helping Western students



- the ability to provide and accept constructive feedback
- strong event planning skills
- Ability to manage a large team of student volunteers
- minimum 70% academic average (65% in Engineering)
- Western undergraduate student
- completion (or completing presently) at least 10 full courses (or equivalent) at Western

Preferred Experience:

- community or campus involvement
- leadership experience including the ability to inspire a shared vision and encourage volunteer participants to work together to reach this shared vision
- experience with the Leadership Education Program
- experience organizing and planning events and working toward long term projects

Hours:

- September 3, 2018 – April 30, 2019: A maximum 5 hours per week.

Pay:

The rate of pay for 2018-19 is \$11.60 per hour