

Out of Province Student Association (OPSA) Province Coordinator

Position Description:

This exciting opportunity allows upper-year out of province students to work with a provincial or regional team of peer mentors to provide academic and social support to first year out of province students. Are you an enthusiastic Western student with strong organizational skills? Consider joining our team!

What will you gain from this role?

- Recognition through Western's Co-Curricular Record (wccr.uwo.ca)
- Ability to lead and engage a team of mentors
- Being part of a fun and supportive community
- Event management, promotion and project management

What do we ask from you?

- Support administrative functions and events for the OPSA community
- Coordinate the province specific mentorship program, and are responsible for administering province specific programming
- Coordinators will be required to check in with province mentors on a regular basis to ensure mentor-mentee relationships are developing appropriately and intervene when needed.
- Provide emails to students with information about OPSA events throughout the year, and respond to students specific province inquiries and concerns as needed
- Represent The Student Success Centre professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

What kind of leader are we looking for? Those with...

- Experience with OPSA Team (in any capacity)
- Cooperative approach; strong teamwork skills
- Knowledge of resources, services, and opportunities for Western students
- Excellent organizational skills, event planning experience
- Excellent verbal and written communication skills (notably through email communication)
- Ability to communicate and connect with individuals from a variety of backgrounds (Western Faculty, Staff, Graduate Students, OPSA participants)
- Minimum 70% academic average (65% in Engineering)

Pay: Volunteer

This position is UNPAID, and **eligible for Work Study**.