

## Out of Province Student Association (OPSA) Province Coordinator

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### Position Description:

The Out of Province Student Association (OPSA) Province Coordinator reports to and works closely with the OPSA Directors and the Student Success Centre to provide academic and social support, connect first year students with upper year mentors, and liaise with OPSA province specific participants throughout the academic year. There are 5 positions (BC, ALBERTA, CENTRAL CANADA (Manitoba and Saskatchewan, Northwest Territories, the Yukon, and Nunavut), QUEBEC, and EAST COAST (Newfoundland, Nova Scotia, New Brunswick, and PEI).

### Duties to Include:

- 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.
- OPSA Coordinators may also take the role of an OPSA mentor if they choose.
- Connect many parties and organize information efficiently to ensure smooth operations of OPSA throughout the academic year.

### Requirements:

- Must be a student from a province or territory other than Ontario
- A member of OPSA for the 2014-2015 academic year
- Enthusiastic and involved member of the Western community
- Minimum 70% academic average (65% in Engineering)
- Western full time student

### Knowledge and Skills

- Cooperative approach; strong teamwork skills
- Demonstrated leadership skills
- Knowledge of resources, services, and opportunities for Western students
- Excellent organizational skills
- 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)

### Hours:

**8 month contract:** August 15, 2015 - April 15, 2016

### Pay:

This is a volunteer position, **eligible for Work Study.**

**Questions can be directed to [opsa.uwo.ca](http://opsa.uwo.ca)**