

Position Title: *Student Athlete Academic Mentorship Program Student Coordinator*

Position Summary:

The Student Athlete Academic Mentorship program (SAAMP) was developed to ensure the success of our Western Varsity Student Athletes. The program connects incoming first-year Student Athletes, with an upper year student athlete who is in the same field of study. SAAMP aims to provide support to new students in their transition to university life by connecting them with a mentor who understands the challenge of balancing competing priorities between academics and athletics.

Over the academic year, the SAAMP 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 SAAMP Student Coordinator will ensure SAAMP 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 work with the Transition, Leadership and Enrichment (TLE) Programs Assistant to complete administrative tasks, create and follow through on initiatives related to program enhancement, and help ensure the smooth day-to-day operations of SAAMP.

What will you gain from this role?

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

What do we ask from you?

- Administrative duties including answering e-mail inquiries
- Assist with the creation and facilitation of training throughout the year
- Update and monitor the SAAMP webpage, and the SAAMP Facebook groups
- In bi-weekly meetings, assess needs and provide resources to support Team Leaders
- Provide resources and support for SAAMP 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
- Meet with the TLE Programs Assistant on a monthly basis
- Attend monthly Mustangs Athletics Students' Council (MASC) meetings
- Act as a liaison between staff, varsity student-athletes and MASC

- Assist, where directed, with advertising, planning, and facilitating large-group events
- Facilitate promotion of the program through team drop-ins, events, and fairs

What kind of student leaders are we looking for?

- Demonstrated leadership experience and the ability to supervise others
- Community involvement through volunteer experience
- Ability to work individually and as part of a team
- Excellent oral and written communication skills
- Enthusiastic and involved member of the Western community an asset
- Interested in helping others and in developing leadership skills an asset
- Conflict management skills and experience an asset

Position Requirements:

- Western, Brescia, Huron or Kings undergraduate student or graduate student who has completed an undergraduate degree at Western, Brescia, Huron or Kings
- Western Varsity Student Athlete
- Completion of at least 10 full courses (or equivalent) at Western or the affiliate colleges
- Minimum 70% academic average (65% in Engineering)
- Experience as a Peer Mentor, Team Leader, or Student Coordinator in SAAMP or another University Mentorship program

Position Specifics:

Term Length:

September 2, 2019 - April 27, 2020

Time Commitment:

Varies depending on the time of year, but will average out to approximately 10 hours per week.

Compensation:

Volunteer position, Work Study eligible.

Number of Positions Available: 2

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 or phone 519.661.1111 (89081).