

## Society of Mature Students (SMS) Coordinator

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### Position Description:

The Society of Mature Students (SMS) Coordinator ensures that mature students at Western have activities to bring them together as well as avenues for advocacy on issues that concern them. Conversations among mature students typically focus on how to juggle work and family, how to manage when children are sick and assignments are due. Mature students may be concerned about being academically successful if it has been a while since they've been in school. We know that when mature students come together, they provide valuable support to each other, and our Mentorship Program, which the Coordinator operates, provides a formal connection among experienced and new mature students.

### What will you gain from this role?

- The knowledge that you've helped affirm the needs of mature students in practical ways
- Formal leadership experience: e.g. team building, communication, facilitation
- Program management experience in overseeing logistics of events such as deciding on event type, booking rooms, advertising events, monitoring attendance, evaluating events
- Experience facilitating workshops and events
- Recognition through Western's Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))
- Make meaningful connections with Western staff and students

### What do we ask from you?

- Set up social and educational activities that are of interest to mature students, e.g. time management, essay writing, mindfulness meditation
- Supervising the day-to-day operation of the Society of Mature Students Mentorship Program, providing support and encouragement to first year mature students
- Move forward conversations about concerns mature students raise
- Perform tasks that have been assigned to the best of your ability – ask for help if you need it
- Represent The Student Success Centre professionally
- Dedication, integrity, dependability, initiative
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

### What kind of candidate are we looking for?

- Mature student experience of your own at either the undergraduate or graduate levels; minimum of 5 undergraduate courses completed
- Strong interpersonal skills
- Interested in helping other mature students
- Responsible and able to take initiative
- Organized with excellent time management skills
- Ability to work independently and as part of a team
- Enthusiastic and involved member of the Western community

### Hours:

- Vary, depending on the time of year and the needs, averaging 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.