

Position Title: *Western's Co-Curricular Record Student Coordinator*

Position Summary:

Western's Co-Curricular Record is an official University document that showcases the breadth of a students' experiences at Western *outside* of the classroom. The Record is customizable and ready to print at any time for use in job interviews, volunteer opportunities, or graduate school applications. Students are able to search within the Record through a wide variety of opportunities based on their personal interests or the skills they want to develop. Students may also request to add positions and/or activities to WCCR if they cannot find them on the Record.

Western's Co-Curricular Record Student Coordinator will work closely with Western's Co-Curricular Record Assistant to support the development, function, evaluation and promotion of Western's Co-Curricular Record. The Student Coordinator is also responsible for helping to educate Western students about the WCCR and effectively support staff in the day-to-day operations of the Record.

What will you gain from this role?

- A Letter of Reference from Western's Co-Curricular Record Assistant
- Recognition through Western's Co-Curricular Record
- Develop in-depth knowledge about how co-curricular activities impact student learning and employability
- Refine organization and communication skills

Key Responsibilities:

- Ensure the WCCR database is updated and operational (includes adding, removing, and editing activity records)
- Identify any issues with the performance of the WCCR system
- Implement, in collaboration with the WCCR Assistant, a marketing and communications plan for the WCCR, clearly identifying the main messages that are to be sent to campus stakeholders (students, staff, faculty)
- Develop content for the WCCR website and for the WCCR back-end system
- Increase the presence of the WCCR throughout the year at student events such as O-Week, SAO, etc., as well as at fairs and Residence and Faculty Council meetings
- Work with faculties, departments and affiliates to include co-curricular activities in the system
- Develop, in collaboration with the Coordinator, an evaluation plan for the program
- Host focus groups and develop other evaluation tools for students, staff and faculty, to gather feedback on the WCCR program
- Develop training materials and host training sessions for students on the use and benefits of the WCCR
- Develop, in collaboration with the Coordinator, user manuals for students, staff/faculty, and validators, on the use of the WCCR program
- Gather video and written testimonials from students and external partners about the benefits of co-curricular activities
- Other duties as assigned

What Kind of Candidate are we looking for?

- Excellent oral (ex. Public speaking) and written communication skills
- Able to work independently *and* as part of a team
- Excellent time management and organization skills
- Enthusiastic and involved member of the Western community an asset
- Interest in helping others and in developing leadership skills an asset
- Experience with Marketing and some event planning an asset

Position Requirements:

- Full-time undergraduate or graduate student, Western main campus only
- Familiarity with the WCCR
- Experience in Co-Curricular programming at Western (ex. ASB participant, Western Serves participant, Residence Life Service Learning, LAMP Service Learning, etc.) an asset

Position Specifics:

Term Length:

One academic year, September 2, 2019 - April 27, 2020

Time Commitment:

Varies depending on the time of year; hours will average out to approximately 5 hours per week. If eligible for Work Study, the successful candidate may submit their hours through the Work Study program instead.

Compensation:

Current rate of pay is \$14.00 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.

Reports to:

Western's Co-Curricular Record 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).