

Western Serves Student Coordinator

Position Description:

The Western Serves Student Coordinator will work closely with the Community Engagement Coordinator to complete administrative tasks, facilitate and guide the planning of large community-based activities, oversee smooth day-to-day operations of Western Serves Network (WSN), and coordinate the training of Western Serves Team Leaders, as well as provide leadership to this group throughout the academic year.

What will you gain from this role?

- facilitation skills for leading effective meetings
- mentorship skills to provide support to a team of approximately 25-30 Western Serves Team Leaders
- project planning skills to oversee various community-based activities and projects
- relationship building and networking skills that help to connect students with community organizations
- ongoing professional development
- a more in-depth understanding of Student Services at Western
- a Letter of Reference from the Co-Curricular Experiential Learning Coordinator
- recognition through Western's Co-Curricular Record

What do we ask from you?

- Act as a liaison between Western Serves Team Leaders and the Community Engagement Coordinator
- Coordinate meetings with Western Serves Team Leaders to support programs and initiatives
- Create and deliver training to Western Serves Team Leaders at the start of the year, and throughout the academic year
- Administrative duties including answering e-mail and telephone inquiries, as well as updating website information
- Communicate regularly with Western Serves Team Leaders
- Manage all Western Serves Network projects and activities in CareerCentral
- Facilitate on-going program assessment of Western Serves Network
- Communicate with Student Coordinators from other programs (LAMP, SOCS, Residence Life, etc.) to assist with their implementation of community engagement events and/or integration with Western Serves Network.
- Participate in twice-yearly program and performance evaluations
- Participate in the selection process for Western Serves Team Leaders
- Develop and implement, in collaboration with the Coordinator, a marketing and communications plan for Western Serves Network, clearly identifying the main messages that are to be sent to different stakeholders
- Other duties as assigned

What kind of candidate are we looking for?

- Enthusiastic and involved member of the Western community
- Able to work as part of a team
- Excellent communication skills
- Demonstrated leadership skills
- Ability to act in a mentorship role with other student leaders
- Interest in supporting London-Middlesex community organizations with identified needs
- Western undergraduate or graduate student, main campus only
- Experience in Community Engaged Learning at Western (ASB participant, Orientation Serves participant, CEL course participant, etc.) is preferred
- Experience and comfortability with networking among various stakeholders (e.g., students, community partners)

Hours:

Vary, depending on the time of year and project cycles

During the academic year (May 1 - April 30), hours will average to 10 hours per week

Pay:

The rate of pay for 2018-19 is \$11.60 per hour (minimum wage)