STUDENT APPEALS SUPPORT CENTRE SENIOR ADVISOR

The Student Appeals Support Centre (SASC) was founded in 2009 with the purpose of assisting students who are dealing with academic appeals. This confidential peer-to-peer service is run by student volunteers, who are trained extensively in Western University's academic policy and the appeal process.

The SASC is currently looking for 2 senior advisors. As a SASC senior advisor, your responsibilities will include:
- Supervising 1-2 teams of advisors
- Assisting with the training of advisors
- Maintaining strict client confidentiality
- Regularly monitoring team email and responding to emails in a timely and professional manner
- Completing regular performance evaluations
- Gaining an understanding of and developing the ability to apply Western's academic policy to cases
- Monitoring and updating SASC social media pages
- Attending all training days and monthly meetings

Time commitment is approximately 1-5 hours per week during peak season to 1-3 hours per week during low seasons

Supplementary Questions (250 word limit per question)
1. Why are you interested in becoming a senior advisor for the SASC?
2. Describe a situation where you worked effectively as part of a team to accomplish a goal on time. What did you learn?
3. What are the three most important values you demonstrate as a leader?
4. What is an example of a time when you played a leadership role in an event, an activity, a department or work unit, or a project. Describe how you led the efforts.
5. What other extracurricular activities are you planning on becoming involved in this year?

If you are interested in the position of SASC advisor please send a copy of your resume and supplementary questions to studentappeals@westernusc.ca by August 19th, 2014. Interested candidates will be contacted shortly regarding the next step of the application process.

If you have any questions regarding the application process or SASC please contact the SASC coordinator by emailing studentappeals@westernusc.ca.