

Learning Services Committee

Learning Support Services aims to improve student academics by implementing initiatives that will address student academic concerns or setbacks. This service will connect students to on-campus resources that will help them to succeed in all aspects of academics. Learning Services works closely with various organizations within the Western community to ensure that ALL student academic needs are addressed.

As a part of providing this service, Learning Services is guided by a committee made up of dedicated members of the Western Community.

The role of a Learning Services Committee Member consists of attending regular meetings to collectively brainstorm and create services and or events that will help in improving student academics. Additionally, members are expected to assist in preparing and executing events.

All students are welcome to join the Learning Skills Committee. At Present, there are 4 executive positions available which include: First Year Representative, Events Officer, Communications Officer and Student Success & Volunteer Officer.

Please send all applications as well as your resume to Melissa Simone at learningservices@westernusc.ca by September 19, 2014 at 5pm. Candidates will be notified about an interview date and time once all applications have been reviewed.

First Year Representative

- First year representative is responsible for educating themselves on all services offered under Learning Skills. This representative will work closely with the Learning Skills Coordinator and collaborate together on creating awareness of all services offered through this branch and communicate these services to all in coming first years.
- First Year representative will be responsible for communicating Learning Skills objectives to first years by going to all campus residences. This representative will promote all services to first years making them aware and allowing them to access academic resources that will help them achieve good academic standing.
- Ideal Candidate should have good public speaking skills and or willing to interact with many first year students to educate them on Learning Skills services.

Events Officer

- Events officer will work closely with Learning Skills Coordinator and is responsible for overseeing the organization and execution of events that will take place throughout the school year.
- Events officer will be expected to organize 2 events per semester that will help students with all their academic needs such as essay clinics or workshops.
- Ideal Candidate will have strong communication and interpersonal skills. Additionally, Candidate should have relevant experience in event planning and will be expected to prepare event in a timely manner.

Communication Officer

- Communications officer will be responsible for creating and maintaining social awareness of all the services provided at learning skills. Communications will work closely with Learning Skills coordinator as well with the events officer.
- Additional responsibilities include running Concrete Speech by monitoring and updating the site regularly with frequent posts. Also, the officer will run all social media such as facebook/twitter/instagram.
- Ideal candidate will have strong communication and organizational skills as well as demonstrate strong interest in social media and social awareness. This individual should also have excellent oral and written skills.

Student Success & Volunteer Officer

- Student success and volunteer officer will be responsible for helping students prepare for future employment by running workshops on such things as resume help, mock interviews and networking where students can perfect their skills.
- Additional responsibilities include finding volunteers to participate and help in events run by Learning Services.
- Ideal candidate will have strong communication skills should have knowledge on how to write a proper cover letter and resume.

Learning Skills Services Executive Application

Position:

Full Name:

Year and Program:

Western Email Address:

Phone Number:

Please answer the following questions. Each question can be no more than 250 words.

1. What relevant experience do you have that will make you the best candidate for this position?
2. Describe 1-2 academic concerns that are of great interest to you or the student body and how to do you think these concerns should be addressed by Learning Skills Services? What areas are in need of improvement in Learning Services?
3. The following position is a full time commitment for the year and will take up a few hours of your time per week. What other obligations do you have this year and will you be able to manage all your obligations?
4. Learning Services offers so many great programs and support options for students in regards to achieving great academic standing. However, many Western students are unaware of all the services offered that can benefit them immensely. How will you promote the service to our Western students?
5. Describe your personal leadership style?

Thank you for expressing interest in Learning Services! 😊