

## **STUDENT APPEALS SUPPORT CENTRE 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.

As a SASC advisor, your responsibilities will include:

- Working as part of a team
- 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

### **Supplementary Questions (250 word limit per question)**

1. Why are you interested in becoming an 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 do you hope to get out of volunteering with SASC?
4. What program are you currently enrolled in? What are your future goals and career ambition?
5. What other extracurricular activities are you planning on getting 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](mailto:studentappeals@westernusc.ca) by Monday September 22<sup>nd</sup>, 2014. Interested candidates will be contacted shortly to set up an interview time.

If you have any questions regarding the application process or SASC please contact the SASC coordinator by emailing [studentappeals@westernusc.ca](mailto:studentappeals@westernusc.ca).