



ROLE DESCRIPTION: STUDENT APPEALS SUPPORT CENTRE ADVISOR

The Student Appeals Support Centre (SASC) was founded in 2009 as a program to help students who are dealing with academic appeal issues. Students who come to SASC can expect to receive confidential help from SASC's staff, who are trained to help students appeal up to the Senate Review Board Academic.

Role Description

- Develop a thorough understanding of Western's academic policy
- Help students navigate the academic appeal process
- Work as a member of a team to respond to cases in a timely and professional manner
- Attend mandatory training sessions
- Attend monthly meetings
- Help plan and assist with any SASC events
- Complete regular evaluations to help improve the service
- Expected time commitment 1-3 hours per week

Qualifications

- Able to maintain strict confidentiality
- Experience dealing with academic policy an asset but not required