**VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION**

**STUDENT DEVELOPMENT CENTRE, UWO**

**POSITION:** IESC TRANSITIONS PROGRAM ASSISTANT  
(5-6 positions for Fall/Winter; 2-4 positions for Summer)

**AREA:** International and Exchange Student Centre

**TIME COMMITMENT:** 4-5 hours/week on average (hours per week vary depending on events)

**OBJECTIVE:** To assist with transitions programming for international students at Western including Orientation, Information Sessions, Volunteer Outreach and Social Events.  
To help organize, coordinate and manage all administrative tasks related to weekly and monthly transitions events

**DUTIES AND RESPONSIBILITIES:**

1. To assist with IESC’s International Student Orientation Day.  
   - Help coordinate administrative aspects of Orientation Day  
   - Welcome and greet new international students
2. Help organize and coordinate transitions programming for the coming academic year:  
   Program includes: Weekly Global Café and Canada Eh? Transitions Information Sessions (up to 2 per month).  
   - Transitions Program Assistants must attend all weekly Global Café events (Thursdays from 2:30-5:30) and take an active role in coordinating and assisting with supervision of special events  
   - Duties may include: designing posters, advertising, registration, preparing handouts, coordinating speakers, recruiting volunteers, event set-up and clean up etc.
3. Provide input/ideas on new events and activities for international students.
4. Record statistics and take notes regarding each event
5. Report to and work closely with the International Transitions Program Coordinator.
6. Submit monthly volunteer log reports, a midterm feedback form, and a year-end program evaluation form for the VIP Program.
7. Complete four mandatory HR training courses: WHMIS, Work Safety Orientation, Safe Campus, AODA.

**QUALIFICATIONS:**

1. Strong communication and interpersonal skills. Must be people oriented.
2. Strong interest in acquiring experience in program coordination and management.
3. **Must be available Thursdays 2:30 – 5:30 p.m. for the full term**
5. Posses an awareness of the needs and interests of international students and an interest in helping to enhance services offered to this population.
6. Ability to demonstrate initiative and dependability. Enthusiasm is a must!
7. Interest in enhancing public relations and public speaking skills.
8. Ability to work well independently as well as a member of a team.
9. Strong time management skills.
10. Experience helping or studying in a foreign culture would be an asset.
11. Experience working with Excel, PowerPoint, Photoshop, and/or InDesign would be an asset (Please indicate computer proficiency on your application).

BENEFITS:

- Enhance communication, interpersonal, intercultural, leadership, and organizational skills.
- Gain experience in program planning, coordination and implementation.
- Opportunity to provide input into programs and service for international students.
- Opportunity to assist and make connections with new international students.
- Personal enrichment through interaction with people from diverse cultures.
- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.

TRAINING:

- Gen General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Orientation to International and Exchange Student Centre. (Required)
- Specific training as arranged by supervisor.

RESPONSIBLE TO: Francesca Mancuso, International Transitions Program Coordinator (IESC)