VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
STUDENT DEVELOPMENT CENTRE, UWO

POSITION: ADMINISTRATIVE ASSISTANT
(1 position for Fall/Winter)

AREA: Writing Support Centre

TIME COMMITMENT: 3-4 hours/week

OBJECTIVE: To provide administrative support to the WSC.

DUTIES AND RESPONSIBILITIES:
1. Assist WSC staff with general administrative work, such as inputting relevant data into computer systems, photocopying, and editing materials.
2. Consult regularly with supervisor to discuss needs of WSC.
3. Submit monthly volunteer log reports, a midterm feedback form, and a year-end program evaluation form for the VIP Program.
4. Complete four mandatory HR training courses: WHMIS, Work Safety Orientation, Safe Campus, AODA.

QUALIFICATIONS:
1. Must demonstrate initiative and excellent organizational skills as well as maturity and high-level of communication skills.
2. Must be proficient in English.
3. Must be dependable, responsible, and reliable.
4. Computer skills:
   - Proficiency in using Word Perfect and/or Microsoft Word.
   - Excel experience helpful, but not required.
   - Proficiency in updating information on websites will be an asset.
5. Must be able to work independently with direction from the supervisor.

BENEFITS:
- Develop and enhance communication, interpersonal, and organizational skills.
- Gain the experience of working in an office environment.
- Personal satisfaction and growth.
- Upon successful completion of the term, may request a letter of recommendation.

TRAINING:
- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Writing Support Centre orientation and training.

RESPONSIBLE TO: Derek Lattimer, Writing Counselor, Student Development Centre