VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
Student Development Centre (SDC), Western University

POSITION: INTERNATIONAL STUDENT ACTIVITY COORDINATOR
(3 Summer positions; 7 Fall/Winter positions)

AREA: International and Exchange Student Centre

TIME COMMITMENT: 1-4 hours/week on average (hours per week vary depending on events); Heavier time demands in September (Orientation), November (International Week), and April (End of Year Celebration)

OBJECTIVE:
• To welcome & assist international students upon arrival in September
• To organize, coordinate, and supervise IESC events and trips held throughout the academic year.

DUTIES AND RESPONSIBILITIES:

1. During Orientation Week, assist in staffing the IESC Drop-In Reception Service and IESC Booth in the International Student Centre:
   • Welcome and greet new international students.
   • Assist new students by providing them with information regarding settlement issues such as: banking, transportation, course registration, etc.
2. Organize and coordinate the Orientation Month events (e.g., Welcome Potluck, Global Café, Informational Sessions, etc.).
   • Activity coordinators must attend events and take an active role in coordinating and assisting with supervision of events (i.e. decoration & set-up, food, welcoming guests, clean up).
   • Work closely with other IESC staff (i.e. Peer Guides, English Conversation Leaders).
3. Plan, organize and promote any additional cultural events, trips, and special activities throughout the year
   • Activity coordinators will provide input/ideas regarding events and activities for new international students
   • Prepare a brief summary report for each event.
4. Attend mandatory training at the end of August/ early September
5. Attend regular weekly meetings with supervisor and the Activity Coordinator team.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

• Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
• Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
• Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.
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 during the Orientation Week (starting Labour Day Monday in September)
5. Interest in helping to enhance services offered to the international student community
6. Possess an awareness of the needs and interests of international students.
7. Ability to demonstrate initiative and dependability. Enthusiasm is a must!
8. Interest in enhancing public relations and public speaking skills.
9. Active involvement with the international student community would be beneficial.
10. Excellent team player and strong ability to work well independently
11. Strong time management skills.
12. Experience helping or studying in a foreign culture and fluency in other languages would be an asset.

BENEFITS:

- Enhance communication, interpersonal, intercultural, leadership, and organizational skills.
- Experience in program planning, coordination and implementation, public relations.
- Opportunity to provide input into programs and service for international students.
- Opportunity to assist new international students.
- Involvement in internationalization at Western.
- Personal enrichment through interaction with people from diverse cultures.
- Receive feedback via a midterm performance review.

TRAINING:

- 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, IESC Transitions Program Coordinator (IESC)