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

POSITION: INTERNATIONAL LEARNING, ADMINISTRATIVE ASSISTANT
(1 Summer position; 1 Fall/Winter position)

AREA: International Learning

TIME COMMITMENT: 3-4 hours/week

OBJECTIVE: To provide administrative support to International Learning

DUTIES AND RESPONSIBILITIES:
1. Assist IL 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 IL.

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. 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.
- 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)
- In-depth orientation to all aspects of International Learning.

RESPONSIBLE TO: International Learning Coordinators