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

POSITION: TEAM LEADER – COMMUNICATIONS
(4 Fall/Winter positions)

AREA: International Learning

TIME COMMITMENT: 3 hrs/wk: hours per week may vary depending on the time of year.

OBJECTIVE: To respond to inquiries regarding International Learning

DUTIES AND RESPONSIBILITIES:

1. Respond to inquiries from Western students, in-person and via email, regarding International Learning opportunities.
2. Attend three office hours each week (set schedule).
3. Attend all on-campus information fairs (3-4/year).
4. Develop familiarity with International Learning website, provide feedback on current content, develop future content ideas, perform checks of links, and make suggestions for improvement.
5. Other administrative tasks throughout the Fall & Winter terms as agreed upon by the Team Leader and International Learning Coordinators.
6. Meet regularly with supervisors to establish goals, discuss progress, and discuss any questions or difficulties.

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. Returning exchange student with an interest in student services.
2. Excellent oral and written communication skills.
3. Self-motivated and able to work with minimal supervision.
4. Ability to work co-operatively.
5. Strong interpersonal skills and attention-to-detail.

BENEFITS:

- Develop and enhance skills in student services.
- Gain exposure to and awareness of international perspectives and opportunities.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- 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