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

POSITION: TEAM LEADER – MARKETING
(2 Fall/Winter positions)

AREA: International Learning

TIME COMMITMENT: 3 hours per week; this may vary week to week depending on the time of year.

OBJECTIVE: To promote International Learning opportunities to Western students.

DUTIES AND RESPONSIBILITIES:

1. Provide information sessions and other marketing events to Western students.
2. Organize the annual International Exchange Fair (training and assistance provided).
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 Marketing Coordinator and supervisors.

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 marketing.
2. Excellent oral and written communication skills.
3. Proficiency with computers and relevant software.
4. Self-motivated and able to work with minimal supervision.
5. Ability to work co-operatively.
6. Strong organizational skills and attention-to-detail.
BENEFITS:

- Develop and enhance skills in marketing.
- 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