# VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION

**Student Development Centre (SDC), Western University**

| **POSITION:** | SUPPORT SERVICES ASSISTANT  
(2 Fall/Winter positions) |
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<td><strong>AREA:</strong></td>
<td>Indigenous Services</td>
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<td><strong>TIME COMMITMENT:</strong></td>
<td>2-3 hrs/wk</td>
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<td><strong>OBJECTIVE:</strong></td>
<td>To assist the learning resource counselor with daily administrative tasks.</td>
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## DUTIES AND RESPONSIBILITIES:

1. Assist with general office/clerical duties, word processing and other duties assigned.
2. Update the office manual on a regular basis.
3. Research as needed.
4. Answer phones and take messages as needed when staff members are unavailable.

## 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 a high-level of communication skills.
2. Computer skills:
   - a. Proficiency in using Microsoft Word
   - b. Excel experience an asset
3. Must be able to work independently.
4. Problem solving abilities.

## BENEFITS:

- Personal satisfaction and growth.
- Gain experience working in an office environment.
- 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)
- Specific training as arranged by Supervisor.

RESPONSIBLE TO: IS Learning Resource Counselor