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

POSITION: LEARNING PEER (BUSINESS)
(1 Fall/Winter position)

AREA: Learning Skills Services. VIPs will volunteer in the Peer Assisted Learning (PAL) Centre, Room 4139, WSS.

TIME COMMITMENT: 4 hrs/wk working in the PAL Centre helping students.
Training: Approximately 8 hours of Learning Skills training in September.
Professional Development: 3-4hrs/month.

No commitments during the December and April exam periods or Reading Week.
(Additional time required for the VIP Program activities described under the heading “VIP Program Requirements” below.)

OBJECTIVE: To help students develop learning skills and strategies to succeed at university and to respond to a wide variety of student questions about learning in Business courses as well as other courses.

LEARNING PEER DUTIES AND RESPONSIBILITIES:

1. Work 4 hrs/wk in the PAL Centre (hours will be divided over two shifts).
2. Attend initial training meetings and professional development meetings.
4. Attend at least two Learning Skills (LS) presentations in the fall term and read learning skills material for professional development as required.
5. Complete a LS Reflection sheet and a Goal Setting sheet. Meet with supervisor to discuss.
6. Promote and maintain a welcoming atmosphere in the PAL Centre.
7. When working individually with a student, listen to and understand the student’s questions and concerns (intellectual and emotional) and actively engage in problem solving with the student. (Examples of student questions/concerns: time management, test preparation and test taking, reading strategies, problem solving, low grades, locating resources, understanding course concepts).
8. Use collaborative strategies to promote learning communities.
9. Discuss with supervisor any questions, difficulties, or problems.
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. Undergraduate student with a strong interest in learning skills who has taken BUS 1220E and BUS 2257.
2. Minimum 80% average in undergraduate courses (with a minimum of 80% in BUS 1220E and BUS 2257). (NOTE: applicants must provide an up-to-date copy of their grade report with their application.)
3. Strong communication (attending, listening, speaking) and interpersonal skills.
4. Good working knowledge of campus resources.
5. Problem-solving abilities.

BENEFITS:

- Develop and enhance skills for interpersonal communication, helping peers, teaching and leadership.
- Gain exposure to and awareness of learning skills counselling issues.
- Enhance awareness of personal learning strategies.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Receive feedback via a midterm performance review.

RESPONSIBLE TO: SDC’s Learning Skills Counsellors