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

| POSITION: | LEARNING PEER (MATH)  
|-----------|-----------------------  
|           | (3 Fall/Winter positions)  

| 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 Math courses as well as other courses.  

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<th>LEARNING PEER DUTIES AND RESPONSIBILITIES:</th>
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| 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 students with a strong interest in learning skills who have taken:
   Calculus 1000 and either Calculus 1301 or Calculus 1501.
   OR
   Math 1228 and one of: Math 1229, Calculus 1000 or Math 1600.
2. Minimum 80% average in undergraduate courses (with a minimum of 80% in each Math/Calculus course taken from the list above). *(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