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

POSITION: STUDENT ASSISTANT
(2-3 Fall/Winter positions)

AREA: Psychological Services

TIME COMMITMENT: 2-3 hrs/wk: hours per week may vary depending on projects and needs expressed by students. Volunteers work on an on-call basis.

OBJECTIVE: To provide assistance to residents and interns and as it pertains to the preparation and delivery of the Laura Evans Lecture Series (LELS) for students at UWO.

DUTIES AND RESPONSIBILITIES:

1. Assist in the preparation and delivery of lectures by reviewing information that will be presented and provide support to the presenter(s), if needed, as well as attend lectures on the day they are presented.
2. Provide further assistance to the presenter(s), both prior to and on the day of the lecture, by researching relevant resources on the topic to be covered, making photocopies of handouts and feedback surveys in addition to other administrative duties.
3. Generate and support promotional ideas and/or materials for the LELS and help the LELS co-ordinator with advertising.

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 maturity, excellent communication skills (speaking/listening) and excellent interpersonal skills.
2. Knowledge of psychology theory will be an asset.
3. Possess awareness, sensitivity and understanding of the needs of students (or persons) with mental health issues.
4. Computer skills:
   a) Familiarity with computers, WebCT, UWO email and UWO web services.
BENEFITS:

- Enhance organizational and communication skills.
- Gain further awareness and sensitivity in issues faced by people with mental health issues.
- Gain experience in 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: Kelly Binder, Psychological Services Counsellor and Coordinator of the LELS