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

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<th>POSITION:</th>
<th>PEER WRITING COUNSELLOR</th>
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<td>(10 Fall/Winter positions)</td>
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| AREA:                     | Writing Support Centre        |

| TIME COMMITMENT:          | 2-4 hrs/wk                    |

| OBJECTIVE:                | To ensure that the Writing Support Centre can meet the writing needs of the Western community. |

**DUTIES AND RESPONSIBILITIES:**

1. Complete the WSC’s training program (orientation and internship).
2. Tutor undergraduate students in writing.
3. Attend unit meetings if necessary.

**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 be an excellent writer.
2. Must be in third or fourth year.
3. Must have at least one reference from a professor.
4. Must have an accumulative average of 80% or above on essay courses.
5. Must be committed and very reliable.
6. Must have excellent interpersonal skills.
7. Must be empathetic to students’ needs.
**BENEFITS:**

- Personal satisfaction and growth.
- Opportunity to work on communication skills in a professional environment.
- Learn to become a counsellor; develop language, communication and teaching skills through one-on-one sessions with clients from a variety of backgrounds.
- Enhance diagnostic skills; each writer has different writing concerns.
- Enhance discipline-specific writing skills.
- Receive feedback via a midterm performance review.

**TRAINING:**

1. General Orientation to SDC, Western International, and the VIP Program. (Required)
2. Health and Safety Training by Human Resources. (Required)
3. Writing Support Centre orientation and training.
4. Observe and contribute to appointments with a senior counsellor.

**RESPONSIBLE TO:** Derek Lattimer, Writing Counselor, Student Development Centre