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

POSITION: SUMMER PROGRAMMING ASSISTANT
(1 Summer position)

AREA: Writing Support Centre

TIME COMMITMENT: 2-7 hours/week, MUST be available to attend some scheduled events (July 19-21, August 2-4, August 9-11)

OBJECTIVE: To provide administrative support for the Writing Support Centre, including assistance with on-campus summer event programming.

DUTIES AND RESPONSIBILITIES:

1. Assist WSC staff with general administrative work, such as inputting data into relevant computer systems, photocopying, emailing, and preparing program materials and mail outs.
2. Assist with Summer Academic Writing Clinic registration and library tour for incoming first year students.
3. Consult regularly with supervisor to discuss needs of the WSC.
4. Assist with summer event promotional outreach on campus during SAO.

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 organizational and communication skills, and be comfortable interacting with and directing groups.
2. Must be proficient in English.
3. Must be dependable, responsible, and reliable.
4. Computer skills:
   - Proficiency in Microsoft Word and Excel.
5. Preference for upper year students who are familiar with Western Libraries.
6. Punctuality is essential.
BENEFITS:

- Develop and enhance communication, interpersonal, and organizational skills.
- Gain the experience of working in an office environment.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.

TRAINING:

- General Orientation to SDC and the VIP Program.
- Health and Safety Training by Human Resources.
- Writing Support Centre orientation and training.

RESPONSIBLE TO: Yvonne Fuller, Summer Academic Writing Clinic Programmer, Student Development Centre