



# MEMO

*From the office of the...*

## Vice-President Administration

---

TO:	Executive Board
FROM:	Giuliana Guarna
SUBJECT:	Training Resources Research Assistant
DATE:	January 4, 2016

---

Dear Executive Board,

Please find attached the Job Description for the Training Resources Research Assistant. Originally this role was imagined to be dedicated solely to researching and developing resources for Peer Support, as well as the planning and carrying out of the Peer Support Training weekend. For a few reasons, this role has been expanded to support all training in the organization

1) The VP Admin spends a considerable amount of time developing and researching for training sessions. The challenge is that four different training weekends take place over a short period of time in the summer and the early fall, diluting the quality of work that can be produced. There are currently few documents that have been created that can be passed on year-to-year within the organization as a training document and a resource. Despite the best efforts of VP Admin's past, training is still cited as one area of weakness from many PTM's. The addition of the Training Resources Research Assistant will allow the VP Admin to think more critically about training, as well as to develop comprehensive training materials and documents that best meet the needs of PTM's, SRA, and the organization as a whole.

2) A 30 hour summer job. When creating this job description we wanted to ensure that we were able to recruit the most qualified candidates and reduce barriers due to awkward numbers of working hours. 30 hours provides students with an opportunity to make meaningful wages, while developing critical skills. It also ensures that the student is dedicated to the role and can make a meaningful impact on the training conducted throughout the organization.

3) Developing training takes time. When talking to the counselor who helped develop the training materials for the Western PSC she cited working anywhere from 20-40 hours a week on peer support. It's important that we

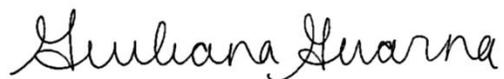
set up the person taking on this role with enough time to be thorough and create impactful training materials.

4) Professional Development opportunities. By expanding this role we ensure that volunteers, staff, and MSU members are able to participate in valuable and engaging professional development opportunities throughout the year. Learning is a continuous process and should not be left at the summer months.

The intention is to pilot this job for the coming year. Hopefully a substantial amount of tangible materials can be created and the need for this position can be re-evaluated in late 2016.

Should you have any questions, please don't hesitate to ask!

Thanks,

A handwritten signature in black ink that reads "Giuliana Luarna". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

Giuliana