



## Virtual Study Hall Peer Helper Position Description

<b>Position Title:</b>	Virtual Study Hall Peer Helper
<b>Department:</b>	Student Success Centre
<b>Term:</b>	Fall 2020/Winter 2021
<b>Number of Positions:</b>	<b>Open Until Filled</b>
<b>Hours:</b>	Between 9:00 a.m. to 6:00 p.m.; minimum 5 hours per month
<b>Length of Position:</b>	September 2020 to April 2021

This is a competitive student leadership/volunteer opportunity for U of C students.

### **POSITION DESCRIPTION:**

Virtual Study Hall Peer Helpers host and facilitate the Virtual First-Year Study Hall, an online workshop series for first-year undergraduate students from all disciplines.

### **TASKS AND RESPONSIBILITIES:**

- Collaborate with SSC staff to host and facilitate Virtual First-Year Study Hall sessions to support new undergraduate students at the university with study skills, time management, and a collaborative community.
- Virtual First-Year Study Hall (2 hours):
  - Virtual Study Hall Peer Helpers log on to Zoom a few minutes before the session starts to make sure that everything is organized and ready for student participants. They then greet arriving participants, share a studying or productivity tip once the session has begun, and encourage student participants to share in the chat a specific studying goal for the session. They run a Pomodoro-style timer for the remainder of the session, letting participants know at 25-minute intervals when it is time to take a 5-minute break. Virtual Study Hall Peer Helpers also participate in the session by working on their own assignments and studying.

**BENEFITS:**

- Develop your professionalism, confidentiality, and judgment in a professional setting
- Enhance oral communication skills
- Increase knowledge of services available to students
- Gain leadership experience and improve interpersonal skills
- Collaborate with, and be supported by, a diverse group of professionals
- Build on your co-curricular record
- Network and expand your connections to students, faculty, and staff
- Hone time-management techniques
- Interact with other students from various disciplines

**QUALIFICATIONS:****You must:**

- Be enrolled as an undergraduate student at the University of Calgary
- Have completed a minimum of one year of undergraduate education
- Be in good academic standing – minimum 2.8 GPA
- Possess strong oral and communication skills
- Demonstrate an ability to succeed academically while fulfilling other commitments
- Be familiar with the University of Calgary community (e.g. a knowledge of student services, academic integrity policies, etc.)
- Be comfortable with approaching and connecting with other students
- Demonstrate professionalism, maturity and good judgment
- Be able to work collaboratively and independently in a team environment

**COMMITMENT:**

- Minimum 5 hours per month
- Training Days – Participants must be willing and able to participate in training sessions at the start of the semester.

**PEER HELPER PROFESSIONAL DEVELOPMENT:**

The Peer Helper Program is made up of over 300 students involved in 27 different on-campus offices. Part of being a Peer Helper involves ongoing professional development.

**APPLICATION PROCESS:**

To apply, please follow the link below and complete the web form. You will be contacted about interview dates by late August. Any questions can be directed to Jared Secord, Academic Strategist, at [jaredjohn.secord@ucalgary.ca](mailto:jaredjohn.secord@ucalgary.ca).

<https://ucalgary.ca/student-services/student-success/peer-volunteer>