CCAL Student Programming Peer Helper

Position Title: CCAL Student Programming Peer Helper
Department: Canadian Centre for Advanced Leadership (CCAL) in Business
Term: Fall 2019 and/or Winter 2020
Number of Positions: 4-6 Haskayne Students
Hours: 2-5 hours per week (approximately)
Length of Position: September 2019 – April 2020

This is a competitive student leadership volunteer opportunity open only to HSB undergraduate students.

Position Description
CCAL Peer Helpers will be responsible for supporting the BMO Mentorship Program and other CCAL initiatives. As a Peer Helper you will get to do a variety of different tasks, depending on the project you will be working on. You’ll be largely responsible for administration of different components of the Mentorship Program. Some of these tasks include event planning, event marketing and event facilitation. You will work closely with various members of the CCAL team. The work done by you through this programming will be invaluable to making sure our students have a great experience with CCAL programs.

Tasks and Responsibilities:
- Plan, organize, and deliver weekly Haskayne Peer Network events to engage students in discussion about leadership development. *Please note that these events take place on Wednesday afternoons. As such, interested applicants with availability on Wednesday afternoons are preferred.*
- Facilitate CCAL’s involvement in other Haskayne-wide events
- Recruit volunteers and delegate project tasks based on volunteer strengths and experiences as necessary
- Track project performance and implement feedback gathered for continuous improvement of event delivery
- Support the Project Assistant with planning, organizing, and hosting events
- Be available for student focus groups and provide honest feedback on programming
- Assist with event set up and take down
- Attend a minimum of one meeting a month to receive assignments, report updates, and contribute to planning, organizing events or programs
- Collaborate with numerous stakeholders in the Haskayne School of Business
- Assist with other CCAL projects as necessary

Qualifications
- Passionate about leadership and student development
- Strong interpersonal, written, and verbal communication skills
- Ability to work well as part of a team
- Demonstrated professionalism
- Open to growth opportunities
- High level of commitment and integrity
- Engaged and takes initiative in seeking out new opportunities
**Employability Skills:**
As a result of volunteering in this role, students can expect to develop their employability skills in the following focus areas, as outlined by the Conference Board of Canada’s Employability Skills:

- **Communication Skills:** Gain public speaking, presentation and group facilitation skills;
- **Teamwork Skills:** Work in a collaborative environment where you can expand your personal and professional network. Gain experience coordinating with a diverse group of individuals to lead/support events; and
- **Personal Management Skills:** Establish learning goals and make plans for meeting them. You will also have the opportunity to work on learning goals in this position using the SMART model.

As a CCAL Calgary Peer Helpers you will also have the opportunity to work within a collaborative team environment, expand your network of students, faculty and staff and have access to specific career development opportunities provided through the Peer Helper Program.

**Commitment**
The CCAL Peer Helper commitment is approximately 2-5 hours a week depending on pace of work. Attendance at one meeting a month will be required to receive assignments, report progress, plan events, and share insights. Working with CCAL sometimes requires flexibility, and there may be requests for additional work from other program advisors.

**Note to applicants**
At CCAL we believe that while there are many tasks for all team members to complete, we should also all be continuously growing in leadership. Therefore, this position would be best suited to someone who is a natural self-starter and who is interested in developing leadership skills in oneself and others through engaging work opportunities.

**Application Process**
To apply, please submit your resume to shelly.kirkland@haskayne.ucalgary.ca with the subject “CCAL Peer Helper Application – Student Programming” by Apr. 12, 2019. Interviews will be held in April/May for the position commencing Fall 2019.