Money Smart Peer Helper Position Description

**Position Title:** Money Smart Peer Helper  
**Department:** Financial Aid Office-Office of the Registrar  
**Term:** Fall 2019/Winter 2020  
**Number of Positions:** 5  
**Hours:** 3-5 hours per week  
**Length of Position:** September 2019 – April 2020

This is a competitive student leadership volunteer opportunity open to all University of Calgary students.

**POSITION DESCRIPTION**

Under the guidance and direction of the Financial Empowerment Coordinator, the Money Smart program serves to provide students at the University of Calgary with opportunities to engage in dialogue, education, events, and programs that will help them become more financially mindful, understand more deeply financial-related topics and become more financially secure. Money Smart Peer Helpers are primarily responsible for assisting with the administration of different components of the Money Smart program. This includes assistance with facilitating financial literacy workshops, planning financial related events, peer-to-peer support and mentoring, and creation of student-minded content for electronic communications. Money Smart peer helpers act as ambassadors to raise awareness of financial literacy and promote healthy financial habits among students.

**TASKS AND RESPONSIBILITIES:**

- Host financial literacy workshops on campus;
- Complete follow-up reports and assessments following all workshops;
- Promote the Money Smart program to student groups, departments and campus partners;
- Work with the Financial Empowerment Coordinator to plan events throughout the year (specifically for Financial Literacy Month in November and Fraud Prevention Month in March);
- Advise on content for electronic communications
- Assist in the development of a social media strategy for the year with the goal of increasing the program’s visibility.
- Inform students about the resources the Money Smart program has to offer, and act as an ambassador for the program on campus
- Other duties as assigned.
BENEFITS:

- Build your knowledge in financial literacy and develop effective strategies to financially empower students;
- Learn communication, leadership, the importance of taking initiative, and interpersonal skills;
- Gain public speaking skill;
- Gain skills in event planning and project management;
- Experience a collaborative, supportive team environment;
- Expand your network of students, faculty and staff;
- Letters of reference for outstanding service;
- Credit on the Co-Curricular Record;
- Become part of the Peer Helper community throughout offices across campus;
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers;
- StrengthsQuest Assessment code to identify your “Top 5 Themes of Talent”;
- Access to the Peer Helper Office Space (MSC 450).

EMPLOYABILITY SKILLS:

- **Communication Skills**: Write and speak so others pay attention and understand, listen and ask questions to understand and appreciate the points of view of others.
- **Personal Management Skills**: Demonstrate positive attitudes and behaviours, be responsible and adaptable, and learn continuously.
- **Teamwork Skills**: Work with others, participate in projects and tasks.

COMMITMENT:

The time commitment of this position is on average 3-5 hours per week. Your hourly commitments may include:

- Have open availability to support the program during at least two of the following time slots each week:
  - Tuesdays, 10:00 am-1:30 pm
  - Tuesdays, 11:00 am-2:30 pm
  - Tuesdays, 2:00 pm-5:30 pm
  - Wednesdays, 10:00 am-1:30 pm
  - Wednesdays, 11:00 am-2:30 pm
  - Wednesdays, 2:00 pm-5:30 pm
  - Thursdays, 10:00 am-1:30 pm
  - Thursdays, 11:00 am-2:30 pm
  - Thursdays, 2:00 pm-5:30 pm
- Attend Peer Helper training and other relevant training sessions
- Ability to respond to any email communication within 3 days
PEER HELPER PROFESSIONAL DEVELOPMENT:

The Peer Helper Program is made up of over 300 students every year, who are involved in 19 different on-campus offices. Part of being a Peer Helper involves ongoing professional development, and in 2019-2020, all Peer Helpers will complete the online training offered in Fall, as well as attend the Winter term’s Leadership Exchange 2020 (exact date TBA).

QUALIFICATIONS:

- An enthusiastic team player with a positive attitude
- Driven by the desire to make an impact on the community and to seek meaningful opportunities within the community;
- Strong commitment to the team’s success for the year;
- Reliable – ability to successfully complete required tasks with little or no supervision;
- Demonstrated professionalism, maturity and good judgment;
- Excellent oral and written communication skills;
- In good academic standing; – minimum 2.7 GPA;
- Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote); and
- Have experience working with student groups.
- As the Peer Helper Program is meant to enhance the student experience and supplement academic learning, all Peer Helpers must demonstrate their ability to balance their academics with their extracurricular commitments, and must be in good academic standing
- All Peer Helpers must be in good standing with the Office of Student Conduct

CONDUCT STATEMENT

This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible for a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

APPLICATION PROCESS

To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website. The application form can be found here: www.ucalgary.ca/peerhelper/apply/application-form. If you have any questions, please direct them to php@ucalgary.ca or moneysmart@ucalgary.ca.