NUTV Communications Peer Helper
Position Description 2019/2020

Position Title: NUTV Communications Peer Helper
Department: NUTV
Number of Positions: Multiple Positions Are Available
Hours: 2 Hours Per Week
Length of Position: Dates vary

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

POSITION DESCRIPTION
NUTV loves students, and we know the best ambassadors to students are other students! We are looking for Peer Helpers to ensure our studio is welcoming for our guests and members. Welcome Liaisons will greet anyone that comes to NUTV and help them understand all the services available to them, including entertainment. Welcome Liaisons work closely with NUTV’s Volunteer Coordinator to create awareness of NUTV events, workshops, and social media.

TASKS AND RESPONSIBILITIES:
• Greeting everyone who comes through the doors
• Provide instruction on how to become an NUTV member
• Describe upcoming training, events and workshops
• Participate in online training in Photoshop and InDesign
• Assist in Promoting NUTV events and productions
• Develop outreach strategies to other organizations
• Assist in creating a positive environment that enhances our mission of exploring media arts through learning creativity and fun
• Administrative tasks

BENEFITS:
• Receive hands on training with marketing, hospitality, and the opportunity to pursue NUTV workshops of your choice, such as Photoshop
• Enhance oral and written communication skills
• Increased knowledge of services offered to students
• Gain leadership and interpersonal skills
• Be immersed within a diverse group of staff at the University of Calgary while gaining valuable experience and building your co-curricular record
• Gain first-hand knowledge of workshops, workspaces, workstations and technology available on campus
• Network and expand connections with students, faculty and staff
• Work in a collaborative team environment
• Receive an NUTV T-shirt or mug of your choice!
• Credit on the Co-Curricular Record
• Become part of the Peer Helper community throughout offices across campus
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**: Develop skills in understanding group dynamics, engaging in dialogue with others who approach learning, work and world issues differently, and event/project management; and
- **Personal Management Skills**: Learn how your strengths help you succeed, and how to be adaptable in different settings. You will also have the opportunity to work on learning goals in this position using the SMART model.

As a University of Calgary Peer Helper 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 Welcome Liaisons will commit to about 2 hours a week of volunteering. They will receive online Photoshop training, hands on Photoshop experience, administrative experience and weekend training sessions of their choice.

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 2017-2018, all Peer Helpers will complete the training offered in the Fall, as well as the Winter term’s Peer Helper training at Leadership Exchange 2018 (exact date TBA).

QUALIFICATIONS:
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, and in 2016-2017 all Peer Helpers will attend the Leadership Exchange (date TBA)

- Excellent oral and written communication skills;
- In good academic standing;
- 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
- A positive and enthusiastic attitude

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 of 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. If you have any questions about the Peer Helper Program, please direct them to php@ucalgary.ca. Any questions about NUTV can be directed to communications@nutv.ca.