Online Orientation Peer Helper
Position Description

Position Title: Online Orientation Peer Helper
Department: Office of Leadership and Student Engagement
Term: Fall 2019 and Winter 2020
Number of Positions: 5-10
Hours: 2-6 per week
Length of Position: October 15, 2019 - December 6, 2019 and January 13, 2020 – April 12, 2020

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

POSITION DESCRIPTION
Online Orientation Peer Helpers are responsible for the administration of different components of Online Orientation. Online Orientation Peer Helpers are collectively responsible for three main areas: online discussion and moderation of discussion boards, creating brief blog-style content about university experiences for Online Orientation, and facilitating one in-person meet-up for students enrolled in Online Orientation each semester. A major component of the Online Orientation Peer Helper role is helping first-year UCalgary students become familiar with campus, build their communities, and support their overall success during their first year, which in turn leads to increased student success.

TASKS AND RESPONSIBILITIES:
• Moderate online group discussions; including using discretion to remove inappropriate or harmful language;
• Provide support and resources to students as needed;
• Maintain a positive online space through the D2L portal;
• Create and facilitate two webinars per semesters through Adobe Connect for Online Orientation;
• Attend two campus events (Trick or Eat, Unwind or TBD event in winter semester) with students from Online Orientation
• Attend Peer Helper Training and Bystander Intervention Training prior to commencing responsibilities.

BENEFITS:
• Gain skills in moderating online communities;
• Increase your knowledge of D2L technologies;
• Increase your knowledge of on-campus student involvement opportunities;
• Opportunity to create creative content designed to relate to first-year students and support them with successfully transitioning to university life
• Work within a collaborative team environment;
• Expand your network of students, faculty and staff;
• Flexible hours;
• Valuable professional development training opportunities provided to all UCalgary Peer Helpers

COMMITMENT:
The Online Orientation Peer Helper commitment is approximately 2-6 hours per week.

QUALIFICATIONS:
It is required that Online Orientation Peer Helpers have completed at least one year post-secondary studies at the University of Calgary, and have been involved in co-curricular activities on campus. In addition the following qualifications are required:

• Energy and enthusiasm for the University of Calgary and its students; focused on supporting a positive student experience;
• Demonstrated professionalism, maturity and good judgment;
• In good academic standing;
• Proactive, organized, good communication skills;
• Working knowledge of D2L technologies;
• Access to a computer to perform job duties;
• Experience with Adobe Connect an asset; and
• Experience with moderating or managing online pages an asset.

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 by 4:30pm on October 4th, 2019. 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.