Peer Helper Program Assistant
Position Description

Position Title: Peer Helper Program Assistant
Department: Peer Helper Office
Term: Fall 2019/Winter 2020
Number of Positions: 3-4
Hours: 3-4 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
As a Peer Helper Program Assistant (PHPA) you will be responsible for supporting the growth of Peer Helpers at the University of Calgary and fostering a sense of community among those involved with the program. Program Assistants will work closely with the Manager of Student Leadership Development and the Peer Helper Program’s Co-op student. Peer Helpers will learn about the program, and serve as ambassadors for it on campus, promoting program positions and training. Program Assistants will help develop workshops, training, and a bi-monthly Peer Helper Council to support Peer Helpers’ personal and professional growth. They are encouraged to take initiative, and be innovative with events that will help develop a Peer Helper identity across all offices. They will also be responsible for helping with office organization, and ensuring the office is a place all Peer Helpers can come for community, support, and information on campus.

TASKS AND RESPONSIBILITIES:

• Work closely with other Program Assistant Peer Helpers to plan and facilitate events (weekly/monthly as well as special one-time events)
• Gather requests from Peer Helpers about what kinds of resources they would find useful
• Coordinate and organize valuable training opportunities for all Peer Helpers
• Help students navigate the on-line and in-person resources available through knowledge of the University of Calgary resources and website.
• Inform others about the resources the Peer Helper Program has to offer, and act as an ambassador for the program on campus
• Research events and opportunities on campus to share with the Peer Helper community by staying up to date on social media pages, newsletters, and websites
• Complete mandatory Fall Peer Helper Leadership Training as well as departmental training as required
• Create content for social media and outreach that showcases the amazing work of Peer Helpers on campus
• Serve on student focus-groups and various committees on campus when appropriate and necessary
• Other duties as assigned

BENEFITS:
• Become part of the Peer Helper community throughout offices across campus
• Experience a collaborative, supportive team environment
• Learn communication, leadership, the importance of taking initiative, and interpersonal skills
• Experience in event planning, facilitation, and community organizing
• Be immersed within a diverse group of staff at the University of Calgary while gaining valuable experience
• Network and meet student leaders on campus
• Develop a close relationship with University staff, with the potential to gain references and build your resume
• Gain first-hand knowledge of workshops, workspaces, workstations and technology available on campus
• StrengthsQuest Assessment code to identify your “Top 5 Themes of Talent”
• Credit on the Co-Curricular Record

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 time commitment of this position is on average three hours per week. Scheduling will be flexible, and there will be certain peak times. As a Peer Helper Program Assistant, you must be able to make the following time commitments:
• Fall 2019 & Winter 2020: assist with coordinating and facilitating Peer Helper-wide events, including the Fall Peer Helper Discovery Event and Appreciation Lunch.
• March/April 2020: Assist with planning the year-end Peer Helper Appreciation Lunch.
• Being available for regular team meetings (meetings will occur around once every three weeks)
• Ability to respond to any email communication within 2 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 2018-2019, all Peer Helpers will complete the online training offered in the Fall, as well as the Winter term’s Peer Helper training at Leadership Exchange 2019 (exact date TBA).
QUALIFICATIONS:
- Strong commitment to the team’s success for the year;
- Demonstrate professionalism, maturity and good judgment;
- Excellent oral and written communication skills;
- Have experience working with student groups;
- A desire for promoting the Peer Helper Program through social media and outreach networks is an asset.
- 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 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 July 1st, 2019. Interviews will be held early-July. 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.