Student Life Peer Helper
Position Description

Position Title: Student Life Peer Helper
Department: Office of Leadership and Student Engagement (LSE)
Term: Fall 2022/Winter 2023
Number of Positions: 2
Hours: Approx. 3 per week
Length of Position: September 6, 2022 – April 14, 2023

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

POSITION DESCRIPTION
Working closely with the Student Life Coordinator and Student Experience Programs Assistant, the Student Life Peer Helper position plays a key role in: helping students feel welcomed, connect to one another and the wider campus community, as well as build their UCalgary community.

TASKS AND RESPONSIBILITIES
• Brainstorm, plan, and facilitate Student Life events, with direct involvement in key programming such as weekly Unwind sessions.
• Acquire post-event feedback from event attendees, as well as track event statistics.
• Lead both the monitoring of the Ask Me email and updating of the Ask Me Resource Guide.
• Guide, as well as assist, in other various tasks needed to prepare for the Ask Me program.
• Assist the Student Life Coordinator with other programs and initiatives as required during peak periods.

BENEFITS
• Gain communication skills – both written and oral via facilitation, public speaking, etc.
• Gain skills in event planning and project management.
• Gain skills in team building and management.
• Increase your knowledge of on-campus student involvement opportunities.
• Work within a collaborative team environment.
• Expand your network of students, staff, and faculty.
• Flexible hours.
• Valuable leadership training opportunities provided to all UCalgary Peer Helpers.

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, contributing to a positive team environment by sharing support, information, and expertise, successfully managing and resolving conflicts when appropriate.

• **Personal Management Skills**: Become confident setting and balancing goals and priorities, plan and manage time and resources to achieve goals, assess personal strengths and areas for development and work towards personal and professional growth.

• **Project Management Skills**: Plan, design, and carry out projects and events from start to finish, work to standards agreed upon with stakeholders, become comfortable adapting to changing requirements and information, continually monitor success and seek feedback on ways to improve.

**COMMITMENT:**
The Student Life Peer Helper commitment is approximately 3 hours per week, with meetings with the Student Life Coordinator occurring as needed throughout the semester. This position will be in-person, although sensitive and respectful to the University’s response to the evolving Covid-19 situation. We encourage all interested students to apply, and details will be communicated on an ongoing basis.

**QUALIFICATIONS:**
Although not required, it is recommended that Peer Helpers 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.

All applicants will be interviewed to assess for qualifications and fit within the program.

**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 [here](#). This posting will remain open until 2 suitable candidates are found. If you have any questions, please direct them to vanessa.halasan@ucalgary.ca or php@ucalgary.ca. Successful applicants will be contacted by email to schedule a remote (virtual) interview.