Position Title: Peer Facilitator Peer Helper
Department: Student Success Centre
Term: Fall 2019/Winter 2020
Number of Positions: Open until filled
Hours: 9:00 am – 6:00pm; 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
As a Student Success Facilitator Peer Helper, your role is to communicate academic strategies to University of Calgary students through Student Success Seminars. You will be required to learn and present Student Success Seminars that have already been created by Student Success Centre (SSC) staff. Peers are expected to spend time preparing for presentations with another peer, as well as incorporate their own experiences and examples. Peer Helpers are not required to have prior knowledge of study or learning strategies; they must have their own successful study strategies and a willingness to learn new ones.

TASKS AND RESPONSIBILITIES:
• Present Student Success Seminars to University of Calgary students
• Work collaboratively with other Peer Helpers and SSC staff to learn Student Success Seminar materials
• Have working knowledge of SSC programs and staff members
• Make supportive referrals to professional staff both inside and outside the SSC to ensure student concerns are addressed
• Assist with SSC learning support programming for students (e.g. providing feedback on resources, posting on D2L)
• Other duties as assigned.

EMPLOYABILITY SKILLS:
• Communication Skills: Gain public speaking, presentation and group facilitation skills;
• Teamwork Skills: Develop skills in understanding group dynamics, engaging in dialogue with other peer helpers, and encourage students to learn collaboratively; and
• Personal Management Skills: Learn how to be adaptable in different settings and be willing to continuously learn and grow. 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 5 hours per week. Peer Helpers will be scheduled to present Student Success Seminars based on their schedule. Student Success Seminars will run Monday-Friday at varying times through the semester. Your commitments will include:

- Attending SSC Peer Helper training in the Fall & Winter (Dates TBD)
- Helping facilitate My First Six Weeks during Fall Orientation
- Helping with W2RAP-UP at the end of the Fall and Winter terms
- Participating in monthly 1:1 check-in & feedback session with SSC Program Assistant to ensure you are well supported and thriving
- This position runs from September 2019 to April 2020

**QUALIFICATIONS:**

- Interest in academically supporting students and in connecting them with valuable on-campus resources
- Good familiarity with the University of Calgary Community (student services, academic policies, etc.)
- Demonstrated ability to succeed academically while maintaining other commitments
- Comfortable with approaching and connecting with other students
- Demonstrated professionalism, maturity and good judgment;
- 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 **April 30th, 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.