UCalgary Meet Up Peer Helper
Position Description

Position Title: UCalgary Meet Up Peer Helper
Department: Leadership & Student Engagement Office
Term: Fall & Winter 2019/2020
Number of Positions: 5-10
Hours: 1-2 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
Be a part of a new, exciting program – UCalgary Meet Up! Meet Up offers students the chance to get together and find a community on campus. The program presents various inclusive social opportunities, both on campus and within the Calgary community that students can embark on as a group. When students join UCalgary Meet-Up they get put in a small group that will Meet-Up at least once a month to attend the best events on and around campus together. Whether it be cheering on the Dinos at live games, competing with each-other at a board game night, participating as a team in a soccer game, or exploring Calgary’s best restaurants, every student who joins has a chance to Meet-Up with new people. Each group is comprised of 50% domestic students and 50% international students to help facilitate social connections between the two groups. Each Meet Up Peer Helper is given their own group to manage and is in charge of organizing events to attend with their group each month. We are looking for Graduate student leaders and Undergraduate student leaders.

TASKS AND RESPONSIBILITIES:
You will be trained in a wide variety of leadership skills, communication techniques and relational skills to support the Meet Up programming and provide support to the students in your group. The tasks and responsibilities would be the following:

• Event Organization
  - Organize one event per month for your Meet Up group to attend
  - Attend one Unwind event with your group per month with your group and assist in promotion of Unwind
  - Communicate effectively with your group on a regular basis to ensure you are addressing every group member’s interests through your event planning
  - Make connections with on-campus departments to take advantage of existing programming that your group could attend

• Program Development
  - Work with the Student Life Program Assistant to improve the program through regular feedback and suggestions
- Track and manage the data for the program for reporting
- Receive training through various University departments including the Faith & Spirituality Centre for inclusive event planning and the SU Wellness Centre for dealing with students in distress
- Act as an ambassador for UCalgary Meet Up helping to promote the program through speaking at relevant events like International Orientation, first-year classroom visits etc.
- Act a mentor and confidant to many international and first year students
- Other duties as assigned

**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 Helpers 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 1-2 hours per week where you would be communicating with your Meet Up group and planning an event to attend with them. Must attend one event per month with group and one Unwind event per month.

**QUALIFICATIONS:**
- Interest in connecting students with one another, as well as resources available to them on campus
- Good familiarity with the University of Calgary community (e.g. student services, academic integrity policies, etc.)
- Demonstrated ability to succeed academically while maintaining other commitments
- Comfortable with taking initiative and approaching other students to begin a conversation
- Demonstrated professionalism, maturity and good judgment
- Able to work collaboratively and independently in a team environment

**APPLICATION PROCESS**
To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website by **4:30pm on August 1st, 2019**. The application form can be found here: [www.ucalgary.ca/peerhelper/apply/application-form](http://www.ucalgary.ca/peerhelper/apply/application-form). If you have any questions, please direct them to php@ucalgary.ca.