Student Life Peer Helper
Position Description

Position Title: UCalgaryStrong Peer Helper
Department: Leadership and Student Engagement Office
Term: Fall 2019 and/or Winter 2020
Number of Positions: 3
Hours: 2-3 hours per week
Length of Position: September 2019 – Mid-April, 2020

This is a competitive student leadership/volunteer opportunity for all University of Calgary students.

POSITION DESCRIPTION
UCalgaryStrong Peer Helpers will be responsible for supporting the Student Life Program Assistant, student life programming and generally the UCalgaryStrong initiative on campus; fostering a sense of community amongst students and helping with weekly programming geared towards inclusiveness, involvement, campus resiliency and wellbeing. The Peer Helpers will work closely with the Student Life Program Assistant as well as a larger UCalgaryStrong committee. They are encouraged to be innovative with events that will help students feel connected to campus and foster growth and networking between students and faculties.

TASKS AND RESPONSIBILITIES:
- Work closely with other UCalgaryStrong Peer Helpers and the Student Life Program Assistant to help plan and facilitate weekly drop-in social activities as part of the Unwind Series. Peer Helpers will be tasked with brainstorming new and engaging activities, promoting the events, and then facilitating as needed.
- Act as a resource bank for students looking to be more engaged on campus: cumulate and distribute information about a wide range of upcoming events on campus
- Assist the Student Life Program Assistant with creating and maintaining a campus-wide events calendar that highlights involvement avenues
- Assist the UCalgaryStrong Festival committee with researching and organizing specific components of the year-end festival event as assigned
- Serve as a conduit for UCalgaryStrong Festival volunteers
- Help with the day-of implementation of festival events and operations

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.

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
- Knowledge and familiarity with Microsoft Office (Word, Excel, PowerPoint and an openness to learn/access other computer programs and technology/social media tools when required).

COMMITMENT:
The UCalgaryStrong Peer Helper commitment is approximately 2-3 hours per week. Peer Helpers will be expected to meet with the Student Life Program Assistant/Team at least once per week to discuss and plan upcoming weekly Unwind programming. The Peer Helper ideally needs to be available one evening a week to oversee the programming. Peer Helpers will also need to be able to coordinate their own schedules to accommodate more regular brainstorming meetings with other UCalgaryStrong Peer Helpers. Towards the end of March, the focus will shift towards the planning of a year-end campus festival. The Peer Helpers will need to be available on Festival Day (last day of winter classes) in various capacities to assist with the day-of programming.

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. If you have any questions, please direct them to php@ucalgary.ca.