Undergraduate Science Centre Peer Helper
Position Description

Position Title: Undergraduate Science Centre Peer Helper
Department: Undergraduate Science Centre
Term: Fall 2019/Winter 2020
Number of Positions: 2
Hours: 2-5 Hours/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
Undergraduate Science Centre Peer Helpers support the development and delivery of communications to Faculty of Science students. Peer Helpers assist with creating and posting social media content, drafting newsletters, creating slides and reminders, and any other additional messaging distributed to students related to undergraduate science programs and advising. Peer Helpers will also have the opportunity to research and provide recommendations on new communication strategies directed at undergraduate students.

TASKS AND RESPONSIBILITIES:
- Create content for general and advising-related information for undergraduate Faculty of Science students.
- Ensure students receive information regarding program advising initiatives and information regarding advising timelines in an effective and timely manner
- Assist in the drafting, editing and creation of formal documentation and promotional content for undergraduate initiatives
- Provide back up support for the front desk reception, welcoming visitors to the Undergraduate Science Centre and answering the general phone line
- Other duties as assigned

BENEFITS:
- Learn a variety of online platforms
- Gain experience in a professional office setting
- Increase knowledge of the programs and initiatives available to students
- Credit on the Co-Curricular Record
- Become part of the Peer Helper community throughout offices across campus
- 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**: Written communication and presentation 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.

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 2-5 hours per week.

- Regular weekly shifts will be scheduled at the beginning of the term to establish consistency and to avoid class time conflicts.
- These shifts will be between regular office hours (8:30 a.m. – 4:30 p.m.)
- Make-up shifts can be accommodated if need be
- Peer Helpers will have scheduled times in office

QUALIFICATIONS:

- Must be a currently enrolled University of Calgary student in good academic standing
- Strong verbal and written communication skills;
- An enthusiastic attitude and demonstrated professionalism
- Strong organizational skills with attention to timely completion of duties
- Comfortable using and learning online platforms
- All Peer Helpers must be considered “in good standing” with the Office of Student Conduct. Those who are not in good conduct standing have received a letter notifying them of this standing. If you are unsure about your conduct standing, please email conduct@ucalgary.ca.

APPLICATION PROCESS
To apply, please submit an application through the Peer Helper application form available on the Peer Helper Program’s website by **4:30pm on August 16, 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 about this position, please email uscreception@ucalgary.ca. In the subject line of the e-mail, please write “Undergraduate Science Centre Peer Helper”. Candidates selected for interviews will need to be available on **September 20, 2019**.