Communications Assistant Peer Helper
Position Description

Position Title: Communications Assistant Peer Helper
Department: Faculty of Arts, Co-op Program
Term: Fall 2024/Winter 2025
Number of Positions: **2**
Hours: 2-3 per week
Length of Position: September 2024 – April 2025

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

POSITION DESCRIPTION

As a Communications Assistant you will assist with the Co-op Program's social media, newsletters, and additional messages to students to provide up to date information on job postings, events, deadlines, and career information. Successful candidates will be strong communicators, flexible and positive. One of the two Peer Helpers will be asked to be the team lead to organize and delegate tasks ensuring deadlines are met.

TASKS AND RESPONSIBILITIES:
- Assist with the newsletter and emails that inform students of upcoming deadlines, events, and lists internal and external job postings
- Prepare the drafts by gathering job postings and relevant events
- Ensure drafts are uploaded to the Elevate Email Champaign
- With direction from the Co-op team create graphics and deliver consistent and scheduled social media post for the Arts Co-op Program to raise awareness, and followers on Instagram and LinkedIn accounts
- Occasionally assist with gathering materials and promoting student success stories, event logistics including volunteer recruitment
- Other duties as assigned

BENEFITS:
- Learn how to use the Elevate platform
- Collaborative work experience with Co-op team and Peer Helper cohorts
- Develop a better understanding of the University's career development resources and events
- Experience with searching for Co-op positions and gain knowledge of the job market
- Gain communication and social media experience
- Become part of the Peer Helper community throughout offices across campus
- Build your skills and experiences on your resume

QUALIFICATIONS:
- Strong social media skills and knowledge (Instagram, LinkedIn, Analytics)
- Strong writing and editing skills
- Organized, flexible, and able to work independently
- Familiar with Elevate, SharePoint, or comfortable with learning these systems
- Must be a Faculty of Arts student in good academic standing
- Students entering 2nd year or higher preferred
- Proficiency in Microsoft Word, and PowerPoint
- Knowledge of design and graphic programs such as Canva is an asset
- All Peer Helpers must be in good standing with the Office of Student Conduct

PEER HELPER COMMITMENT:
The time commitment of this position is on average 2-3 hours per week. Scheduled work shifts to be established at the beginning of each term to avoid conflict with class commitments. Peers will have scheduled training time and will be able to work remotely.

PEER HELPER PROFESSIONAL DEVELOPMENT:
The Peer Helper Program engages over 200 students every year through 17 different on-campus offices. A key part of being a Peer Helper is having the opportunity to develop your employability skills and experiences, and then translate those experiences into strong interview stories. Launched in 2019-2020, the Peer Helper Professional Development (PHPD) Program helps Peer Helpers meet these goals.

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct.

If you are currently involved in a non-academic misconduct process, or have been found responsible for a violation of the Student Non- Academic Misconduct Policy and you are unsure of your conduct standing, please contact conduct@ucalgary.ca to verify your status. More information is available at: www.ucalgary.ca/student-services/student-conduct/faq

Please note that in submitting your application, you are verifying that you are in good conduct standing and you consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

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 your resume and cover letter to artscoop@ucalgary.ca with Peer Helper Application in the subject line. You can expect to hear from the Co-op team in two weeks or less. This position will be **closed on August 29th.** Applications will be reviewed as submitted so please apply early if you are interested.