Coordinator, Peer Helper Program

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Coordinator, Peer Helper Program

Student Experience

Hiring #: 2022-0230

Please read the Application Instructions [1] before applying

The department of Student Experience is committed to supporting all students at the University of Guelph. Student Experience houses many specialized supports for students identifying as First Nations, Métis, Inuit, Black, racialized, people of colour, members of the LGBTQ2IA+ community, and members of various cultural, international, religious, and spiritual communities. We encourage applications from members of these communities in order to accurately represent our student population and to contribute to the diversity of thought, approach, and practice in supporting students within the department.

The Coordinator, Peer Helper Program is responsible for managing Canada’s largest post-secondary Peer Helper Program, engaging approximately 250 students annually in learning placements in over 30 units across the University of Guelph campus. The Coordinator designs and delivers an outcome-based training curriculum, oversees the marketing and recruitment activities to recruit a diverse pool of candidates, and serves as the instructor for the UNIV experiential learning course requirements that are completed as part of the Peer Helper placement experience. The Coordinator supports Peer Helper supervisors in their roles, including recruitment, selection, training, and coaching of learners.

Skilled in rapport building and collaborative project work, the Coordinator manages change initiatives that respond to programmatic needs, and cross-campus initiatives that support students’ skill development. The Coordinator will supervise and provide direction to their own team of approximately 5 Peer Helpers. The position reports to the Manager, Student Engagement and Leadership.

The incumbent oversees the Peer Helper Program office budget and participates in annual budgeting and forecasting processes. The Coordinator works with team members to implement and assess a broad range of programs and services that serve as a foundation to the student body in the development of student civic engagement and leadership.

In order to be successful in this role, the incumbent is required to have:

- An undergraduate degree coupled with a minimum of two (2) years of experience working in a student engagement function.
- Demonstrated experience with developing, implementing, and assessing training programs.
- Knowledge of experiential education theories and models, student development theories, and curriculum design.
- Strong teaching and presentation skills.
- Excellent interpersonal and communication skills, including a high level of judgment and diplomacy.
- An ability to collaborate amongst diverse groups.
- Practical experience in supervision of students.
- Well-developed skills in time management, project management, and problem solving.
- Budget management skills.
- A strong aptitude in written, verbal, and non-verbal communication.
- Intermediate to advanced level Microsoft365, MS Word, Excel, PowerPoint, and database management is required.
At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 04 04
Closing Date: 2022 04 18 (extended)

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/coordinator-peer-helper-program

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply