Peer Helper Team Descriptions

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This application package was last updated on April 6, 2020.

Be sure to check the Peer Helper Program recruitment website leading up to the application deadline to ensure you are viewing the most current package.

About the Application

To view all open Peer Helper postings and apply, please follow these steps:

1. Verify you meet the minimum eligibility requirements to be a Peer Helper. These requirements can be found on page 3 of this package.
2. Decide which placement(s) you’d like to apply for by reviewing the Information about Recruiting Teams at the end of this package. Each Peer Helper Team has a separate application form. While you can apply to multiple Teams, in order to accommodate interview scheduling, we request you apply to a maximum of four (4).
3. Complete an application form located on Experience Guelph. To access the postings, you will need to log in as a Student using your central login credentials.
   a. *Please submit your application materials as PDF files only
4. Once on Experience Guelph, select “On Campus Jobs and Opportunities” on the lefthand side of your dashboard.
5. Finally, select “Peer Helper” under “Quick Searches” in order to view all available Peer Helper postings for Winter 2020. You will then be able to view all posting details and apply for postings of interest.
Application Deadline
Applications are currently being accepted on a rolling basis, so we recommend applying as early as possible as postings may close while roles fill.

Resume Help
All Peer Helper Placement applications require uploading a current version of your resume. All PHP Supervisors strongly recommend applicants take advantage of the drop-in Resume Critique service offered by Co-op & Career Services to improve the quality of their application.

Questions
Any questions about any of the content in this document or the application process in general can be directed to Peer Helper Program Coordinator, Jess Ruprecht (ruprecht@uoguelph.ca). Questions about the specific roles and responsibilities associated with individual team placements can be directed to the related team Supervisor. Their contact information is included in the “Information about Recruiting Teams” section at the end of this package.

Minimum Eligibility Requirements to be a Peer Helper
In order to be a Peer Helper, you must meet the following minimum eligibility requirements:

- You will be a registered University of Guelph student, pursuing a minimum of 1.0 credits during the semesters you will be involved with the Program.
- You will be enrolled in at least semester level 2 when you start your Peer Helper Placement.
- You have a minimum cumulative academic average of 70%.
  - Some placements require a higher cumulative average and some also require a most recent semester average above 70%. This will be noted as a “Specialized Requirement” in the application team’s information section.
- You are willing to authorize the Peer Helper Program to monitor your academic performance prior to and during each semester of involvement.
- You are able to attend Peer Helper Core Training. This is a full-day on the Saturday before the first week of classes. For Fall 2020 it is Saturday, September 12th, 2020.
- You are willing to commit a minimum of three (3) semesters to the Program. Semesters do not need to be consecutive for most Teams.
  - An application may be accepted for a two (2) semester commitment if the student is in their final 2 semesters at Guelph at the discretion of the Team Supervisor. An application will not be accepted for a one (1) semester commitment.
Information about Teams Recruiting for Fall 2020

Community Engagement & Social Change (1 vacancy)

As a Community Engagement & Social Change Peer Helper, you will be...

- Supporting opportunities for students to become more involved in their community (in Guelph or beyond) through volunteering and learning about social justice issues
- Developing marketing and recruitment strategies for the Catalyst programs (formerly Project Serve Reading Week and Spring/Summer) such as organizing recruitment tables in the University Centre, speaking to prospective applicants, delivering classroom announcements, and creating engaging social media content
- Supporting the organization of the Catalyst programs
- Learning about issues related to community engagement and social change/social justice

Skill Development Focus:

- Oral Communication
- Leadership
- Time Management
- Personal Strengths
- Visioning
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Galen Fick (gfick@uoguelph.ca)

Typical Team Size: 7

Department: Student Experience
Commuter Engagement (4 vacancies)

As a Commuter Engagement Peer Helper, you will be...

- Assist with outreach programs to engage commuter students, especially those in their first year, in activities that support the development of community and a sense of belonging
- Assist in the design and delivery of programming to support commuter experience services
- Design and implement small scale events and programs to engage students in commuter experience activities
- Provide support and guide commuter students to relevant resources on campus

Skill Development Focus:

- Listening
- Oral Communication
- Coordinating
- Planning and Organizing
- Personal Strengths
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Katie McLean (kmcl@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience
John F. Wood Centre for Business and Student Enterprise (3 vacancies)

As a **John F. Wood Centre for Business and Student Enterprise Peer Helper**, you will be assigned one of three portfolios:

1. **MakerSpace Peer** – host office hours at the MakerSpace and conduct one-on-one and group workshops to educate & empower U of G students/staff/alumni with the knowledge to optimize the resources available to them at the MakerSpace. Be a team leader for student volunteers/ambassadors.

2. **Social Media Peer** – create and post content for The Wood Centre’s social media accounts; attend events hosted by The Wood Centre and creating post-event recaps/stories. Be a team leader for social media student volunteers/ambassadors.

3. **Brand Ambassador/Events Support** – Help with set-up and tear down of Wood Centre events, attend events and speak with guests about Wood Centre programming and services, lead brand ambassador student volunteer team

**Skill Development Focus:**

- Oral Communication
- Written Communication
- Problem-Solving
- Time Management
- Leadership
- Planning and Organizing
- Creativity & Innovation

**Required Time Commitment:** 5 hours/week (~60 hours/semester)

**Placement Supervisor:** April Albano (albanoa@uoguelph.ca) and Mairin Scannell (mairins@uoguelph.ca)

**Typical Team Size:** 4

**Department:** Wood Centre for Business and Student Enterprise
LGBTQ2IA+ Engagement (1 vacancy)

As a LGBTQ2IA+ Engagement Peer Helper, you will...

- Attend weekly team meetings with the Sexual and Gender Diversity Advisor to develop, deliver, and assess at least one new and innovative campus-wide program per semester intended to support the success of LGBTQ2IA+ students;
- Programming will fall into the following streams: Campus-wide educational campaigns; LGBTQ2IA+ community building; Personal and professional development of LGBTQ2IA+ students. This can be achieved through but not limited to, educational workshops, off-campus field trips, panel events, social events, and online and print materials. Innovative ideas to meet identified program outcomes are encouraged.
- Collaborate with other student groups and organizations that support LGBTQ2IA+ students at the University;
- Support the development and implementation of LGBTQ2IA+ campaigns and programs run through the Student Experience department.

Skill Development Focus:

- Ability to conceptualize
- Leadership
- Oral Communication
- Active Listening
- Creativity & Innovation
- Coordinating
- Planning & Organizing

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Jarred Sanchez-Cacnio (cacnioj@uoguelph.ca)

Typical Team Size: 3

Department: Student Experience

Prerequisite skills:

- Experience creating a welcoming and engaging environment for students
- Strong communication skills and a desire to help others
- Understanding of the challenges faced by LGBTQ2IA+ students in higher education
- Experience working with diverse communities.
Peer Training and Networking Team (2 vacancies)

As a Peer Training and Networking Peer Helper, you will be...

- Finding creative ways to engage members of the various Peer Helper Teams
- Chairing Peer Helper Program Committee meetings
- Organizing events for Peer Helpers, including the appreciation banquet, networking nights, stress busters etc.
- Assisting with recruiting, orienting, and training new Peer Helpers
- Developing and delivering professional development opportunities for Peer Helpers

Skill Development Focus:

- Oral Communication
- Written Communication
- Planning & Organizing
- Coordinating
- Personal Strengths
- Learning
- Creativity & Innovation

**Required Time Commitment:** 5 hours/week (~60 hours/semester)

**Placement Supervisor:** Jess Ruprecht (ruprecht@uoguelph.ca)

**Typical Team Size:** 8

**Department:** Student Experience

**Prerequisite skills applicants should talk about in application:**

- Organizational and time management
- Oral and written communication
- Creativity & problem-solving
- Working independently
- Working as a part of a team

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