Peer Helper Team Descriptions

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This application package was last updated on **January 14, 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

The deadline to apply for placements beginning in Fall 2020 is **Thursday, February 13th, 2020** at midnight.

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.
  o 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

Career Services – Business Career Development Centre (2 vacancies)

As a Career Services Peer Helper, you will be...

- Advising students on their resumes, cover letters and interviewing skills in one-on-one appointments and through online critiques.
- Contributing to career planning and job search focused blog writing and online discussions topics in co-op preparatory course.
- Facilitating a variety of job search workshops/presentations (summer job searching, resume writing, interview skills)
- Participating in marketing and outreach activities throughout campus to promote CECS.
- Supporting front desk reception by triaging student inquiries and providing guidance and direction to students.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Written Communication
- Leadership
- Personal Strengths
- Ability to Conceptualize

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

Placement Supervisors: Kate Cooper (katecoop@uoguelph.ca)

Typical Team Size: 5

Department: Business Career Development Centre
Career Services – Experiential Learning Hub (5 vacancies)

As an **Experiential Learning Hub Peer Helper**, you will be...

- Advising students on their resumes, cover letters and interviewing skills in one-on-one appointments and through online critiques.
- Contributing to career planning and job search focused blog writing and online discussions topics in co-op preparatory course.
- Facilitating a variety of job search workshops/presentations (summer job searching, resume writing, interview skills)
- Participating in marketing and outreach activities throughout campus to promote CECS.
- Supporting front desk reception by triaging student inquiries and providing guidance and direction to students.

**Skill Development Focus:**

- Interpersonal
- Oral Communication
- Written Communication
- Leadership
- Personal Strengths
- Ability to Conceptualize

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

**Placement Supervisors:** Brittney McManus (mcmanusb@uoguelph.ca)

**Typical Team Size:** 35

**Department:** Experiential Learning Hub
Centre for International Programs (3 vacancies)

As a **Centre for International Programs Peer Helper**, you will be...

- Providing information to students about University of Guelph study abroad programs and how to apply.
- Promoting study abroad opportunities through presentations, events and projects.
- Assisting in the provision of support and activities for incoming exchange students.

**Priority Consideration:**

- Applicants who have previously participated in a Study Abroad program or international experience through the University of Guelph or other institution/organization.

**Skill Development Focus:**

- Interpersonal
- Oral Communication
- Listening
- Decision-Making
- Learning
- Problem-Solving
- Ability to Conceptualize

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

**Placement Supervisor:** Chen Chen (cchen19@uoguelph.ca)

**Typical Team Size:** 4

**Department:** Centre for International Programs

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

- Communication & organizational skills
- Ability to work both independently and within a team
- Openness to intercultural experiences
- Experience of having lived in another country (asset)
- Ability to communicate in another language (asset)
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 (kmccl@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience
Cultural Diversity Engagement (1 vacancy)

As a Cultural Diversity Engagement Peer Helper, you will be...

- Engage in outreach, marketing and event planning for Black History Month, Documentary Series and International Day for the Elimination of Racial Discrimination
- Organize and facilitate workshops and events for racially and ethnically diverse students, including regular community building events for black and minority students
- Assist in the monitoring and updating of Online Resources and Cultural Diversity GryphLife page
- Other activities that support the development and implementation of intercultural campaigns and programming run through the Office of Intercultural Affairs

Skill Development Focus:

- Learning
- Personal Strengths
- Interpersonal
- Oral Communication
- Decision-Making
- Leadership and Influence
- Ability to Conceptualize

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

Placement Supervisor: Cam Litchmore (clitchmo@uoguelph.ca)

Typical Team Size: 4

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Experience creating a welcoming and engaging environment for students.
- Strong communication skills and a desire to help others.
- Understanding of the challenges faced by black and racialized students in higher education.
- Experience in working with diverse communities.
Engineering (3 vacancies)

As an **Engineering Peer Helper** you will be...

- Facilitating study groups and workshops, in both small and large group settings, to help Engineering students develop their academic and professional skills.
- Creating new resources, programs, and workshops to benefit the School of Engineering students.
- Meeting one-on-one with Engineering students to offer advice and strategies for enhancing academic success.
- Participating in specialized training on presentation and facilitation skills, learning theories and strategies, and related topics during your first semester as an Engineering Peer.
- Co-supervised by a School of Engineering Program Counsellor and staff in Learning Services in the Library.

**Specialized Requirements:**

- Successful completion of ENGG*1210 (or equivalent)
- Ability to participate in a minimum of three semesters as a Peer Helper
- Registered in the B.Eng. program

**Priority Consideration:**

- Cumulative GPA of 75% or higher in Engineering courses
- In semester 3 or higher

**Skill Development Focus:**

- Oral Communication
- Interpersonal
- Leadership
- Planning & Organizing
- Time Management
- Problem-Solving
- Ability to conceptualize

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

**Semester Commitment:** We prefer students who can commit a minimum of three academic (fall and/or winter) semesters. We can accommodate most Co-op schedules.
**Placement Supervisors:** Heather Mitchell ([heather.mitchell@uoguelph.ca](mailto:heather.mitchell@uoguelph.ca)) and Ryan Clemmer ([rclemmer@uoguelph.ca](mailto:rclemmer@uoguelph.ca))

**Typical Team Size:** 10

**Department:** Learning Services in collaboration with the School of Engineering

**English Language Programs (4 vacancies)**

As an **English Language Program Peer Helper** you will be...

- Helping ESL students develop speaking and listening skills through conversation.
- Answering students' questions on topics, such as university academic life, Canadian culture and customs, local information.
- Strengthening ties between international community and the university.

**Skill Development Focus:**

- Oral Communication
- Interpersonal
- Leadership
- Managing Conflict
- Time Management
- Learning
- Ability to Conceptualize

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

**Placement Supervisor:** Bill Hodges ([bhodges@uoguelph.ca](mailto:bhodges@uoguelph.ca))

**Typical Team Size:** 10

**Department:** Open Learning

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

- Ability to create a welcoming environment
- Customer service skills and desire to help others.
- Understanding of challenges faced by international students.
- Any experience in working with ESL speakers.
- Any additional language(s) spoken (asset)
- Any international experience (asset)
Feeding 9 Billion (1 vacancy)

As a Feeding 9 Billion Program Peer Helper you will be...

- Developing and executing campaigns to get students involved in food-security related projects, competitions, classes, and clubs on campus.
- Conducting education and outreach activities on campus and at special events in the community and beyond.
- Participating in fundraising activities.
- Helping to create bridges between the university and the community by researching and promoting opportunities for students to get involved in projects that support our Guelph community.
- Attending and assisting at events to support other food-security organizations such as clubs on campus and non-profits in the City of Guelph.
- Learning about food security by attending educational events around food security such as roundtables, consultations, and special seminars.

Skill Development Focus:

- Learning
- Personal Strengths
- Interpersonal
- Oral Communication
- Coordinating
- Planning and Organizing
- Creativity, Innovation, and Change

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

Placement Supervisor: Kelly Hodgins (hodginsk@uoguelph.ca).

Typical Team Size: 2

Department: Geography

Prerequisite skills applicants should talk about in application:

- Comfort talking to students.
- Some experience with public speaking in front of small and large groups.
- Some experience working independently.
- Some experience working as part of a team.
- Demonstrated initiative.
- Any experience relating to event planning or fundraising.
Intercultural Engagement (3 vacancies)

As an **Intercultural Engagement Peer Helper** within the Office of Intercultural Affairs (OIA), you will be...

- Engaging in outreach, marketing and event planning for the LINK Program, Chroma Project and Conversation Partners.
- Assisting in the development and implementation of intercultural campaigns and programming during Orientation Week and throughout the year
- Organizing workshops and events for racially and ethnically diverse students.

**Skill Development Focus:**

- Interpersonal
- Oral Communication
- Leadership
- Planning and Organizing
- Time Management
- Problem-Solving
- Ability to Conceptualize

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

**Placement Supervisor:** You Jia Lee (ylee05@uoguelph.ca)

**Typical Team Size:** 4

**Department:** Student Experience

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

- Experience working with diverse cultures.
- Interpersonal, communication, teamwork, event planning, and organizational skills.
- Commitment to building a strong sense of community.
International Development Studies Ambassador (2 vacancies)

As an International Development Studies (IDS) Ambassador Peer Helper you will...

- Organise and facilitate a variety of workshops and presentations for IDS students.
- Create content and assist in the monitoring and updating of IDS social media (Twitter, Facebook, Instagram), website and monthly newsletter.
- Engage in outreach, marketing and event planning for International Development Week, International Education Week, IDS Speaker Series, IDS photo contest, Future Proof Development (IDS) blog, etc.
- Attend ID Society meetings and assist members in the planning and development of events and social activities (Area of Emphasis Night, Alumni Panel).
- Provide outreach to secondary schools on the IDS program as well as develop resources to increase awareness of global and local issues such as poverty, food security and climate change.
- Assist in the creation of linkages with resources for IDS students on campus (SLGs, volunteer opportunities, career services) and in the Guelph community by researching and promoting opportunities.

Specialized Requirements:

- Registered in the BAH.ID or BAG.ID program or registered in the ID minor

Skill Development Focus:

- Interpersonal
- Oral Communication
- Leadership
- Planning and Organizing
- Time Management
- Problem-Solving
- Ability to Conceptualize

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

Placement Supervisor: Lisa Blenkinsop (lblenkin@uoguelph.ca)

Typical Team Size: 4

Department: International Development Studies

Prerequisite Skills:

- Experience with public speaking in front of small and/or large groups
- Interpersonal, communication (oral & written), event planning, and time management skills.
- The ability to work independently.
- Demonstrated initiative
International Student Ambassador (4 vacancies)

As an **International Student Ambassador Peer Helper** within the Office of Intercultural Affairs (OIA), you will be...

- Assisting in the development and implementation of programming for undergraduate and graduate international students including START International and Orientation Week.
- Organizing workshops and events for international students.
- Facilitating weekly community building events.
- Supporting outreach and programming specifically intended for graduate students including graduate student orientation

**Priority Consideration:**

- 1 vacancy is reserved for students enrolled in a graduate studies program.

**Skill Development Focus:**

- Interpersonal
- Oral Communication
- Leadership
- Planning and Organizing
- Time Management
- Problem-Solving
- Ability to Conceptualize

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

**Placement Supervisor:** Pugaleni lynkaran (iynkaran@uoguelph.ca)

**Typical Team Size:** 10

**Department:** Student Experience
John F. Wood Centre for Business and Student Enterprise (4 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
Learning Services (4 vacancies)

As a Learning Services Peer Helper, you will be...

- Meeting one-on-one with students to offer advice and strategies for enhancing academic success.
- Providing workshops for students on topics related to academic success at university, such as reducing procrastination and preparing for midterms and exams.
- Developing new workshops to benefit University of Guelph students.
- Helping to plan and create new resources, including online materials, handouts, and promotional materials.
- Engaging in specialized training on learning theories and practice.

Skill Development Focus:

- Oral Communication
- Listening
- Leadership
- Problem-Solving
- Personal Strengths
- Creativity & Innovation
- Ability to Conceptualize

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

**Placement Supervisor:** Shannon Rushe (srushe@uoguelph.ca)

**Typical Team Size:** 16

**Department:** Learning Services
LGBTQ2IA+ Engagement (2 vacancies)

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

- Work closely with the Sexual and Gender Diversity Advisor to develop, deliver, and assess new campus-wide programming 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
- Support the development and implementation of LGBTQ2IA+ campaigns and programs run through the Office of Intercultural Affairs
- Assist in the monitoring and updating of online resources

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.
Local Engagement

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

- Assisting in the promotion, development, and evaluation in programs such as Project Serve Day, Project Serve Reading Week, Project Serve Sustainability, Neighbourhood Nexus, Municipal Mentors, etc.
- Connecting with City Councillors and Municipal politics to promote student civic engagement.
- Connecting with and supporting the work of Neighbourhood Groups in Guelph.
- Encouraging students to get involved in the community through social media and creative campaigns.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Coordinating
- Time Management
- Personal Strengths
- Visioning

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

Placement Supervisor: Rei Yang (rei.yang@uoguelph.ca)

Typical Team Size: 4

Department: Student Experience
Orientation Volunteer Liaisons (2 vacancies)

As an Orientation Volunteer Liaison Peer Helper, you will be...

- Engaging current and past Orientation Volunteers.
- Managing the volunteer database.
- Assisting with the promotion and recruitment of Orientation Volunteers.
- Developing the Winter selection process for Orientation Volunteers.
- Assisting with programming for new students, focusing on transfer students and first generation students.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Coordinating
- Time Management
- Problem-Solving
- Risk Taking

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

Placement Supervisor: Rebecca Skelhorn (skelhorn@uoguelph.ca)

Typical Team Size: 5

Department: Student Life
Peer Training and Networking Team (4 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
**Rental Living Resource Peer Helper (2 vacancies)**

As a **Rental Living Resource Peer Helper**, you will be...

- Assisting students with the process of finding off-campus housing in the Guelph rental market through one-to-one consults, presentations, and events.
- Guiding students through tenancy issues and providing information about landlord-tenant rights and responsibilities through consultations and workshops.
- Visiting off-campus students in the community to share information about off-campus living, life in Guelph, and neighbourly relations.

**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 (kmccl@uoguelph.ca)

**Typical Team Size:** 5

**Department:** Student Experience
Supported Learning Groups (20 vacancies)

As a Supported Learning Group Peer Helper you will be...

- Attending lectures for assigned classes you have previously succeeded in.
- Facilitating group study sessions that are informal with hands-on learning opportunities.
- Preparing group study activities and resources for sessions, allowing students to employ learning strategies and practice skills.
- Working with other SLG leaders in a fun, team setting.
- Engaging in ongoing training about collaborative learning strategies and group facilitation.

Specialized Requirements

- Cumulative average of 80% or higher.
- Strong academic achievement in one or more of the following courses: BIOC*2580, BIOC*3560, BIOL*1090, CHEM*1040, CHEM*1050, ECON*1050, ECON*1100, ECON*2560, HIST*1010, MATH*1030, MATH*1080, MBG*2040, MCB*2050, PHYS*1300, PSYC*1000, PSYC*1010, PSYC*2040, STAT*2040, STAT*2060. Please note this list may be subject to change.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Listening
- Planning and Organizing
- Leadership
- Time Management
- Learning
- Ability to Conceptualize
- Creativity and Innovation

Required Time Commitment: 10 hours/week (~120 hours/semester)

Placement Supervisor: Jillian Jaworski (jjaworsk@uoguelph.ca) & Kimm Khagram (kkhagram@uoguelph.ca)

Typical Team Size: 43

Department: Learning Commons
Wellness Education Centre (5 vacancies)

As a Wellness Education Peer Helper you will be...

- Providing information about a range of health and wellness related topics, including but not limited to: mental health, sexual assault, healthy eating/active living, body image and eating disorders, drugs and alcohol, LGBTQ issues and human rights.
- Creating and disseminating information and resources such as pamphlets, resource cards, information kits, condoms, lube.
- Facilitating workshops for on-campus partners on the health and wellness topics listed above.
- Developing and implementing awareness events and programming concerning health and wellness topics, that are effective and based in best-practices.
- Assisting students who drop in looking for information or resources and refer when necessary; however, they will adopt a self-directed approach, assisting any of the teams if needed and integrate programming to incorporate a range of health topics.
- Creating communication materials such as marketing campaigns, online articles, and audio (podcast) content.

Skill Development Focus:

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

Required Time Commitment: 10 hours/week (~120 hours/semester)

Placement Supervisor: Jean Thompson (thompsja@uoguelph.ca) and Sara Kafashan (skafasha@uoguelph.ca)

Typical Team Size: 20

Department: Student Wellness Services

Prerequisite skills applicants should talk about in application:

- Leadership, interpersonal and communication skills
- Self-directed approach to learning and development
- Desire to interact with students on campus
- Interest in these issues: mental health, sexual health, sexual assault, healthy eating and active living, body image and eating disorders, drugs and alcohol, LGBTQ issues, human rights