Peer Helper Team Descriptions

Contents

About the Application ................................................................................................................................... 2
Application Deadline .................................................................................................................................... 3
Resume Help ............................................................................................................................................. 3
Questions .................................................................................................................................................. 3
Minimum Eligibility Requirements to be a Peer Helper ........................................................................... 3
Information about Teams Recruiting for Winter 2020 ........................................................................... 4
Aboriginal Programming (1 Vacancy) ........................................................................................................ 4
Career Services – Experiential Learning Hub (5 vacancies) ..................................................................... 5
Centre for International Programs (1 vacancy) ......................................................................................... 6
College of Biological Science – Career Readiness (4 vacancies) ............................................................. 7
Community Engagement & Social Change (1 vacancy) .............................................................................. 8
Feeding 9 Billion (2 vacancies) .................................................................................................................. 9
International Student Ambassadors (1 vacancy) ...................................................................................... 10
Orientation Volunteer Liaisons (1 vacancy) ............................................................................................ 11
Peer Training and Networking Team (2 vacancies) .................................................................................. 12
Student Accessibility Services (1 vacancy) ............................................................................................... 13
Student Experience Engagement (1 vacancy) ........................................................................................... 14
Sustainability Ambassadors (2 vacancies) ................................................................................................. 15
Undergraduate Academic Information Centre (1-2 vacancies) ............................................................... 16
Wellness Education Centre (5 vacancies) ................................................................................................. 17
Writing Services (8-12 vacancies) ........................................................................................................... 18
This application package was last updated on **September 13, 2019**.

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.
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 Winter 2019 is **Monday, October 14th, 2019** 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 Winter 2020 it is Saturday, January 4th, 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.**
Aboriginal Programming (1 Vacancy)

As an Aboriginal Programming Peer Helper, you will be...

- Working closely with the Aboriginal Program Coordinator to support the Aboriginal Resource Centre's programming for Aboriginal and non-Aboriginal students.
- Assisting with the facilitation of programming, cultural workshops and co-curricular learning experiences to enhance and expand the understanding of Aboriginal culture and educational needs on campus and in the community.

Skill Development Focus:

- Written Communication
- Oral Communication
- Leadership
- Learning
- Ability to Conceptualize

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

Placement Supervisor: Chelsea Brant (chelsea.brant@uoguelph.ca)

Typical Team Size: 2

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Interest in Aboriginal culture
- Commitment to building and understanding a strong sense of community
- Ability to work with a diverse community
- Interpersonal, communication & organizational skill
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 (1 vacancy)

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)
College of Biological Science – Career Readiness (4 vacancies)

As a College of Biological Science Peer Helper, you will be...

- Advising students on their resumes, cover letters and interviewing skills in one-on-one appointments, workshops, and through online critiques
- Facilitating small group activities for a variety of professional development workshops (self discovery, resume/CV writing, interview skills, LinkedIn profiles, networking)
- Participating in marketing and outreach activities throughout campus to promote CECS and CBS’ career readiness workshops, events, and resources

Skill Development Focus:

- Oral communication
- Leadership
- Teamwork & collaboration
- Curiosity
- Responsibility
- Self-awareness

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

Placement Supervisor: Janie Vu (pvu02@uoguelph.ca)

Typical Team Size: 4

Department: College of Biological Science
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:** Cassie Wever (weverc@uoguelph.ca)

**Typical Team Size:** 7

**Department:** Student Experience
Feeding 9 Billion (2 vacancies)

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.
International Student Ambassadors (1 vacancy)

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:

- 2 vacancies are 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 Iynkaran (iynkaran@uoguelph.ca)

Typical Team Size: 10

Department: Student Experience
Orientation Volunteer Liaisons (1 vacancy)

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 (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 one Peer Helper Program Committee.
- Organizing events to help Peers relax, have fun and network.
- Assisting with recruiting, orienting, and training new Peer Helpers.
- Developing and delivering professional development opportunities for Peer Helper.

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 Life

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
Student Accessibility Services (1 vacancy)

As a **Student Accessibility Services Peer Helper** you will be...

- Assisting students with disabilities with academic and practical needs in the following roles and beyond:
  - **Meal guides**: helping students to obtain meals on-campus and join them for their meals.
  - **Guides**: assisting students with getting to and from classes or anywhere else on campus they need to go.
  - **One-to-one**: providing academic support to students requiring assistance with any of the following: studying, time management, organization, exam booking etc
  - **Social Event and Fundraising**: hosting fun and interactive activities and events for SAS students with the goal of creating an inclusive and welcoming environment for all.

**Skill Development Focus:**

- Interpersonal
- Listening
- Coordinating
- Leadership
- Learning
- Personal Strengths
- Ability to Conceptualize

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

**Placement Supervisor**: Vicki Bonanno (vbonanno@uoguelph.ca)

**Typical Team Size**: 10

**Department**: Student Wellness Services
Student Experience Engagement (1 vacancy)

As a **Student Experience Engagement Team Peer Helper**, you will be...

- Promoting and creating events/workshops/programs and other involvement opportunities with the Student Experience Department
- Providing support and resources to current and potential student leaders
- Providing one-to-one guidance to students in developing their outside of the classroom learning
- Acting as a liaison between student leaders and the Student Experience Department
- Assisting with planning and the delivery of Student Experience Department events and activities

**Skill Development Focus:**

- Interpersonal
- Oral communication
- Listening
- Leadership
- Learning
- Problem-solving
- Planning & organizing

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

**Placement Supervisor:** Jay Rojas (jay.rojas@uoguelph.ca)

**Typical Team Size:** 6

**Department:** Student Experience Engagement Team

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

- Oral communication and active listening
- Organizational and time management
- Working as part of a team
- Providing referrals to others
- Use of Microsoft Office or Google Suite
Sustainability Ambassadors (2 vacancies)

As a **Sustainability Ambassador** you will...

- Coordinate meetings (booking, contacts, planning, logistics).
- Create training materials and programming of the Zero Waste Squad volunteers.
- Attend designated events to promote responsible waste disposal and to share tips on waste reduction.
- Help to organize and advertise Sustainability Week.
- Conduct surveys and market research on sources of waste generated at events.
- Network and establishing partnerships with other departments, student clubs, community organizations.
- Assist the Sustainability Office staff in outreach and advertising of the sustainable event guide.

**Skill Development Focus:**

- Digital and Technical knowledge
- Visual Communication
- Written Communication
- Creativity and Innovation
- Knowledge integration
- Time management
- Responsibility

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

**Placement Supervisor:** Samantha Casey ([sustainability@uoguelph.ca](mailto:sustainability@uoguelph.ca))

**Typical Team Size:** 1

**Department:** Sustainability Office
Undergraduate Academic Information Centre (1-2 vacancies)

As an **Undergraduate Academic Information Centre Peer Helper** you will be...

- Providing general academic information to undergraduate students.
- Working one-on-one with students, operating on an assessment and referral system, to help them find the academic resources or supports they need.
- Directing students to information regarding academic processes and requirements (i.e. where to find degree program requirements, how to change/add specializations, or how to find their program counsellor/faculty advisor).

**Skill Development Focus:**

- Listening
- Written Communication
- Managing Conflict
- Time Management
- Problem-Solving
- Creativity and Innovation

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

**Placement Supervisor:** Shari Dorr (s.dorr@exec.uoguelph.ca)

**Typical Team Size:** 2

**Department:** Office of the Associate Vice President (Academic)

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

- Problem solving skills and ability to think critically
- Knowledge of University academic policies and procedures
- Knowledge of University resources
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
Writing Services (8-12 vacancies)

As a Writing Services Peer Helper you will...

- get a full semester of training and ongoing mentorship
- develop your skills as an effective writing consultant
- gain valuable knowledge about academic writing, grammar, and style
- support student writers in developing successful writing strategies
- join an amazing team!

Skill Development Focus:

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

Specialized Requirement: Cumulative average of 80% or higher.

Placement Supervisor: Jodie Salter (jsalter@uoguelph.ca) and Sarah Gibbons (sgibbo03@uoguelph.ca).

Typical Team Size: 20

Department: Learning Commons

Prerequisite skills applicants should talk about in application:

- Writing experience and skill
- Communication and interpersonal experience
- Wide range of interests across the disciplines
- Working with EAL/ESL students
- Empathy and professionalism