Peer Helper Team Descriptions

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This application package was last updated on June 8, 2018.

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 submit an application, please follow these three 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 in the Peer Helper Program GryphLife page. To access the forms, you will need to log in using your central login credentials.

Application Deadline

Applications are being accepted on a rolling basis, with interviews being offered as successful applications are received. As such, it is recommended to submit your application as soon as possible to avoid disappointment!

About the Application Form on GryphLife

The online form will lead you through the questions needed to assess your application for an interview. Please be sure to read all pages carefully and complete the information requested to the best of your knowledge.

The application form is broken into multiple pages. Each time you select the "Next" button, your application will be saved. You may return at any time to finish it. After the final page, there will be a "Submit for Approval" button at the bottom. You must select this in order to officially submit your application.

To check the status of your application, select "Submissions" from the menu bearing your name in the top right corner of the GryphLife.ca window. You will need to be logged in to see this menu. A status of "Pending" means it has been submitted successfully. A status of "In Progress" means it has not been submitted.
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, Cheryl Doran (cdoran@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 2018, it is Saturday, September 8th, 2018.
- 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 2018

Undergraduate Academic Information Centre (1 Vacancy)

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](mailto: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