Peer Helper Team Descriptions

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This application package was last updated on **January 15th, 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**

The deadline to apply for placements beginning in Fall 2018 is **Wednesday, February 14th, 2018.**

**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

Career Services (15 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:** Brittney McManus ([mcmanusb@uoguelph.ca](mailto:mcmanusb@uoguelph.ca)) and Michelle Reyes ([mreyes03@uoguelph.ca](mailto:mreyes03@uoguelph.ca))

**Typical Team Size:** 35

**Department:** Co-operative Education and Career Services and the Business Career Development Centre
Centre for Business and Student Enterprise (CBaSE) (1 Vacancy)

As a Centre for Business and Student Enterprise (CBaSE) Peer Helper, you will be...

- Team leader for CBaSE student volunteers/ambassadors.
- Coordinating and conducting class presentations promoting the CBaSE Business Consulting Course.
- Creating content for CBaSE’s social media accounts.
- Assisting and attending CBaSE events.

Skill Development Focus:

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

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

Placement Supervisor: April Albano (albanoa@uoguelph.ca)

Typical Team Size: 2

Department: Centre for Business and Student Enterprise (CBaSE)

Prerequisite skills applicants should talk about in application:

- Oral and written communication skills
- Team leadership experience
- Ability to work independently
- Experience with social media
- Entrepreneurship experience and/or coursework
Centre for International Programs (2 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: Anastasia Jakub (ajakub@uoguelph.ca)

Typical Team Size: 4

Department: Centre for International Programs

Prerequisite skills applicants should talk about in application:

- Communication and 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)
Civic Engagement (4 Vacancies)

As a **Civic Engagement Peer Helper**, you will be...

- Supporting the organization of Project Serve Reading Week and Spring/Summer programs
- Engaging students in social justice issues through speakers, workshops and events
- Raising awareness about voting and government representatives
- Helping students explore citizenship and community building opportunities

**Skill Development Focus:**

- Oral Communication
- Written 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](mailto:weverc@uoguelph.ca))

**Typical Team Size:** 7

**Department:** Student Life

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

- Leadership, planning, and organizational skills
- Listening and communication skills
- Self-direction and self-motivation, ability to work independently and part of a team
- Experience in promoting and facilitating activities
- Previous participation in Project Serve Reading Week or Project Serve Spring/Summer Programs (preferred) or other intercultural and service learning experiences.
English Language Programs (5 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)

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)
International Student Ambassador (6 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:

- 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 Life

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
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.
- 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:** Victoria Fritz ([vfritz@uoguelph.ca](mailto:vfritz@uoguelph.ca))

**Typical Team Size:** 16

**Department:** Learning Commons

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

- Enthusiasm for learning and interest in how people learn
- Awareness of own learning skills and strategies
- Communication and interpersonal skills
- Presentation experience
- Experience working independently
- Experience working as part of a team
Local Engagement (1 Vacancy)

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: Galen Fick (gfick@uoguelph.ca)

Typical Team Size: 2

Department: Student Life

Prerequisite skills applicants should talk about in application:

- Experience with community involvement outside of the University
- Interest and/or experience with neighbourhood groups
- Interest and/or experience with municipal politics
- Public speaking and/or facilitation experience
Multi-Faith Ambassadors (1 Vacancy)

As a Multi-Faith Ambassador, you would be:

- Organizing, implementing and evaluating collaborative faith programming.
- Playing a prominent role in planning and delivery of activities for campus Peace Week.
- Acting as a liaison between the Multi-Faith Resource Team and faith-related student groups on campus.
- Promoting and raising awareness of the resources and services offered by the Multi-Faith Resource Team.
- Contributing articles to the Multi-Faith blog.
- Assisting the program coordinator with the day-to-day tasks involved in managing Raithby House.

Skill Development Focus:

- Interpersonal
- Written Communication
- Planning and Organizing
- Time Management
- Learning
- Risk Taking

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

Placement Supervisor: Jamie VanderBerg (javander@uoguelph.ca)

Typical Team Size: 4

Department: Student Life

Prerequisite skills applicants should talk about in application:

- Exposure to concepts of faith and/or religion
- Openness and willingness to learn about a variety of faith traditions
- Working independently
- Working as a part of a team
- Event planning
Off Campus Living (1 Vacancy)

As an **Off-Campus Living 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:** Jay Rojas ([jrojas@uoguelph.ca](mailto:jrojas@uoguelph.ca))

**Typical Team Size:** 5

**Department:** Student Life

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

- Working and communicating as part of a team
- Knowledge of and experience with living off campus
- Using your developed knowledge in a defined area to guide others in problem-solving conflict
- Presenting information in creative ways in group settings
Orientation Volunteer Liaison (3 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:** Rosanna Beattie ([rbeattie@uoguelph.ca](mailto:rbeattie@uoguelph.ca))

**Typical Team Size:** 5

**Department:** Student Life

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

- Organizational and time management
- Oral communication and presentation skills
- Interpersonal and relationship building skills
- Ability to work independently/self-directed
Student Accessibility Services (4 Vacancies)

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:** Erika Stewin (estewin@uoguelph.ca)

**Typical Team Size:** 10

**Department:** Student Wellness Services

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

- Experience in the helping field
- Interest in disability issues
- Listening and problem-solving skills
- Ability to work independently and in groups
- Willingness to learn
Student Life Engagement Team (3 Vacancies)

As a Student Life Engagement Peer Helper, you will be...

- Consulting with students on a one-to-one basis to support them in achieving outside of the classroom learning.
- Assisting with promotion and marketing of Student Life events and other outside of the classroom learning opportunities.
- Assisting in planning and delivery of the Student Life Awards Reception and The Last Lecture.
- Creating other small and medium-scale events and programs to promote outside of the classroom learning.

Skill Development Focus:

- Interpersonal
- Listening
- Leadership
- Learning
- Problem-Solving
- Ability to Conceptualize

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

Placement Supervisors: Jenna Howie (jenna.howie@uoguelph.ca) and Shannon Thibodeau (sthibode@uoguelph.ca)

Typical Team Size: 7

Department: Student Life

Prerequisite skills applicants should talk about in application:

- Oral communication and active listening
- Organizational and time management
- Working as part of a team
- Delivering workshops and presentations
- Providing referrals to others
Supported Learning Groups (24 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, MATH*1030, MATH*1080, MBG*2040, MCB*2050, PHYS*1300, PSYC*1000, PSYC*1010, PSYC*2090, 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: Kimm Khagram (kkhagram@uoguelph.ca)

Typical Team Size: 43

Department: Learning Commons
Sustainability Office – Communications (2 Vacancies)

As a Sustainability Office Communications Peer Helper, you will be...

- Creating content: posters, blogs, videos, art, etc.
- Helping to organize and promote Sustainability week
- Communicating with other departments, student clubs, community organizations
- Assisting the Sustainability Office team with outreach and advertising

Skill Development Focus:

- Interpersonal
- Written Communication
- Planning and Organizing
- Learning
- Personal Strengths
- Ability to Conceptualize
- Creativity and Innovation

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

Placement Supervisor: Paul Caruso (recycle@pr.uoguelph.ca)

Typical Team Size: 2

Department: Sustainability Office

Prerequisite skills applicants should talk about in application:

- Writing skills
- Creativity, artistic skills
- Enthusiasm and personality
- Comfort speaking with strangers
- Knowledge of graphic design (asset)
- Knowledge of marketing or social psychology (asset)
Sustainability Office - Eco Rep (2 Vacancies)

As an Eco Rep Peer Helper, you will be...

- Recruiting UofG students who will act as environmental representatives on campus
- Planning weekly meetings linked to relevant sustainability issues and themes
- Arranging guest speakers, small projects, and fun events for Eco Rep meetings
- Keeping Eco Reps motivated

Skill Development Focus:

- Interpersonal
- Written Communication
- Planning & Organizing
- Leadership
- Time Management
- Personal Strengths
- Risk-Taking

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

Placement Supervisor: Paul Caruso (recycle@pr.uoguelph.ca)

Typical Team Size: 2

Department: Sustainability Office

Prerequisite skills applicants should talk about in application:

- Interest in every day sustainability practices
- Organizational skills
- Enthusiasm and personality
- Experience working with or leading groups
Undergraduate Academic Information Centre (5 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 (10 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)

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