Peer Helper Team Descriptions

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This application package was last updated on September 19, 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 Winter 2019 is Sunday, October 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 Winter 2019, it is Saturday, January 5th, 2019.
- 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 Winter 2019

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 skills
Career Services (8 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) and Michelle Reyes (mreyes03@uoguelph.ca)

**Typical Team Size:** 35

**Department:** Student Experience and the Business Career Development Centre
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 (1 Vacancy)

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)

Typical Team Size: 7

Department: Student Experience

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.
Commuter Engagement (2 Vacancies)

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

- Assisting 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.
- Assisting in the design and delivery of programming to support commuter experience services.
- Designing and implementing small scale events and programs to engage students in commuter experience activities.
- Providing support and guiding commuter students to relevant resources on campus.

**Priority Consideration:**

- Commuter students

**Skill Development Focus:**

- Interpersonal
- Leadership
- Planning & organizing
- Personal strengths
- Learning
- Coordinating

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

**Placement Supervisor(s):** Kathryn Hofer (khofer@uoguelph.ca) & Katie McLean (kmcl@uoguelph.ca)

**Typical Team Size:** 2

**Department:** Student Experience

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

- Community building experience
- Strong oral communication and interpersonal skills
- Active listening skills
- Presentation skills
- Knowledge of campus resources that would be of primary benefit to commuter students
- Organizational and time management skills
- Experience with Office 365 and Google Docs
Peer Training and Networking (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: Cheryl Doran (cdoran@uoguelph.ca)

Typical Team Size: 6-8

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
Student Accessibility Services (3 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:
  o Meal guides: helping students to obtain meals on-campus and join them for their meals.
  o Guides: assisting students with getting to and from classes or anywhere else on campus they need to go.
  o One-to-one: providing academic support to students requiring assistance with any of the following: studying, time management, organization, exam booking etc.
  o 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

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 Experience Engagement Team (2 vacancies)

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 (jrojas@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
Undergraduate Academic Information Centre (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 (6 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
Writing Services (13 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:

• Personal organization & time management
• Problem-solving
• Interpersonal
• Oral communication
• Leadership
• Planning & organizing

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