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This application package was last updated on **February 15th, 2019.**

**Please note:** The Civic Engagement, Multi-Faith Ambassadors and Intramural Marketing & Outreach Placements are being re-posted. If you have already submitted an application to one or more of these teams, please do not re-submit. Your application will still be considered with the rest of the candidates.

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 the following placements beginning in Fall 2019 is **Wednesday, February 27th at (11:59 pm) midnight:**

1. Civic Engagement (re-post)
2. Intramural Marketing & Outreach (re-post)
3. The John F. Wood Centre for Business and Student Enterprise (new!)
4. Multi-Faith Ambassadors (re-post)

**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 2019, it is Saturday, September 7th, 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 Fall 2019

Civic Engagement (3 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)

Typical Team Size: 7

Department: Student Experience
Intramural Marketing and Outreach (3 vacancies)

As an Intramural Marketing and Outreach Peer Helper, you will be...

- Engaging new and existing participants through a variety of marketing channels including in-person, e-mail and social media.
- Responsible for the maintenance of Intramurals’ social media accounts (Facebook & Instagram) and show a willingness to create new social media accounts (Snapchat, Twitter, etc.,)
- Developing and delivering outreach activities, as a member of the Intramural Marketing Street Team, to increase awareness about Intramurals, Fitness and Recreation programming.
- Networking with Peer Helper units and social groups on campus to ensure successful marketing endeavours.
- Supporting Intramural administration by answering general questions in the Intramural Office and helping Sport Facilitators with the coordination of Intramural Sport Leagues (Creating Scorecard, Inputting Scores & Player Eligibility).

Skill Development Focus:

- Interpersonal
- Listening
- Written Communication
- Leadership
- Managing Conflict
- Learning
- Problem-Solving
- Ability to Conceptualize

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

Placement Supervisors: Justin Toth (tothj@uoguelph.ca)

Typical Team Size: 6

Department: Athletics

Prerequisite skills applicants should talk about in application:

- Aptitude for working independently and as part of a team
- Interest in Athletics/Intramurals and marketing
- Ability to generate creative social media and outreach solutions
- Experience with Social Media: Snapchat, Instagram, Facebook, and Twitter
- Excellent Interpersonal communication and customer service skills
The John F. Wood Centre for Business and Student Enterprise (3 vacancies)

As a Wood Centre Peer Helper, you will be...

- A team leader for student volunteers/ambassadors.
- Assigned to one of two portfolios:
  - 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.
  - Social Media Peer – create and post content for The Wood Centre’s social media accounts; attend events hosted by The Wood Centre and create post-event recaps/stories.

Skill Development Focus:

- Oral, Written & Visual Communication
- Creativity & Innovation
- Problem-Solving
- Leadership
- Social and Cultural Agility
- Teamwork & Collaboration

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

Placement Supervisor: Mairin Scannell (mairins@uoguelph.ca)

Typical Team Size: 4

Department: College of Business and Economics

Prerequisite skills applicants should talk about in application:

- Oral & written communication skills
- Team leadership experience
- Ability to work independently
- And one or more of the following:
  - Experience with social media, a desire to create custom content and an interest in writing and videography
  - A curiosity to learn new technology and innovative products
Multi-Faith Ambassadors (2 vacancies)

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: Cody Nielsen (j.codynielsen@uoguelph.ca)

Typical Team Size: 4

Department: Student Experience

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