# Peer Helper Team Descriptions

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This application package was last updated on April 12th, 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 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 for the following placements beginning in Fall 2019 are being accepted on a rolling basis, with interviews being offered as successful applications are received. As such, it is recommended that you submit your application as soon as possible to avoid disappointment.

1. Aboriginal Programming Peer Helper
2. Career Services (re-post)
3. Intercultural Engagement (re-post)
4. International Student Ambassadors (re-post)
5. Local Engagement (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

Aboriginal Programming Peer Helper

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
Career Services (re-post)

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)

Typical Team Size: 35

Department: Experiential Learning Hub
Intercultural Engagement (re-post)

As an **Intercultural Engagement Peer Helper** within the Office of Intercultural Affairs (OIA), you will be...

- Engaging in outreach, marketing and event planning for the LINK Program, Chroma Project and Conversation Partners.
- Assisting in the development and implementation of intercultural campaigns and programming during Orientation Week and throughout the year
- Organizing workshops and events for racially and ethnically diverse students.

**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:** Yassin Sagnia ([ysagnia@uoguelph.ca](mailto:ysagnia@uoguelph.ca)) & You Jia Lee ([ylee05@uoguelph.ca](mailto:ylee05@uoguelph.ca))

**Typical Team Size:** 4

**Department:** Student Experience

**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.
International Student Ambassador (re-post)

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 lynkaran (iynkaran@uoguelph.ca)

Typical Team Size: 10

Department: Student Experience
Local Engagement (re-post)

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 Experience