Peer Helper Team Descriptions

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This application package was last updated on January 16, 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

The deadline to apply for placements beginning in Fall 2019 is Wednesday, February 13th, 2019.

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

Career Services – Experiential Learning Hub (13 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)

Typical Team Size: 35

Department: Experiential Learning Hub
Career Services – Business Career Development Centre (2 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: Michelle Reyes (mreyes03@uoguelph.ca)

Typical Team Size: 3

Department: 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: Chen Chen (cchen19@uoguelph.ca)

Typical Team Size: 4

Department: Centre for International Programs

Prerequisite skills applicants should talk about in application:

- Communication & 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)
Cultural Diversity Engagement (3 vacancies)

As a Cultural Diversity Engagement Peer Helper, you will be...

- Engaging in outreach, marketing, and event planning for Black History Month, Closer To Home (Documentary Series), START Together and International Day of the Elimination of Racial Discrimination (IDERD).
- Organizing and facilitating workshops and events for racially and ethnically diverse students, including regular community building events for black and minority students.
- Assisting with other activities that support the development and implementation of intercultural campaigns and programming run through the Office of Intercultural Affairs.

Skill Development Focus:

- Learning
- Personal Strengths
- Interpersonal
- Oral Communication
- Decision-Making
- Leadership and Influence
- Ability to Conceptualize

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

Placement Supervisor: Cam Litchmore (clitchmo@uoguelph.ca) & Amilah Baksh (baksha@uoguelph.ca).

Typical Team Size: 3

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Experience creating a welcoming and engaging environment for students.
- Strong communication skills and a desire to help others.
- Understanding of the challenges faced by black and racialized students in higher education.
- Experience in working with diverse communities.
Engineering (4 vacancies)

As an Engineering Peer Helper you will be...

- Facilitating study groups and workshops, in both small and large group settings, to help Engineering students develop their academic and professional skills.
- Creating new resources, programs, and workshops to benefit the School of Engineering students.
- Meeting one-on-one with Engineering students to offer advice and strategies for enhancing academic success.
- Participating in specialized training on presentation and facilitation skills, learning theories and strategies, and related topics during your first semester as an Engineering Peer.
- Co-supervised by a School of Engineering Program Counsellor and staff in Learning Services in the Library.

Specialized Requirements:

- Successful completion of ENGG*1210 (or equivalent) by the end of your first semester as a Peer Helper.
- Will be able to participate as a Peer Helper for at least 2 consecutive semesters.
- Registered in the B.Eng. program.

Priority Consideration:

- Cumulative GPA of 75% or higher in Engineering courses
- In semester 3 or higher

Skill Development Focus:

- Oral Communication
- Interpersonal
- Leadership
- Planning & Organizing
- Time Management
- Problem-Solving
- Ability to conceptualize

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

Placement Supervisors: Heather Mitchell (heather.mitchell@uoguelph.ca)

Typical Team Size: 10

Department: Learning Commons in collaboration with the School of Engineering
Intercultural Engagement (2 vacancies)

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)

**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 Development Studies Ambassadors (1 vacancy)

As an **IDS Ambassador Peer Helper**, you will be...

- Organise and facilitate a variety of workshops and presentations for IDS students.
- Create content and assist in the monitoring and updating of IDS social media (Twitter, Facebook, Instagram), website and monthly newsletter.
- Engage in outreach, marketing and event planning for International Development Week, International Education Week, IDS Speaker Series, IDS photo contest, Future Proof Development (IDS) blog, etc.
- Attend ID Society meetings and assist members in the planning and development of events and social activities (Area of Emphasis Night, Alumni Panel).
- Provide outreach to secondary schools on the IDS program as well as develop resources to increase awareness of global and local issues such as poverty, food security and climate change.
- Assist in the creation of linkages with resources for IDS students on campus (SLGs, volunteer opportunities, career services) and in the Guelph community by researching and promoting opportunities.

**Specialized Requirements:**

- Registered in the BAH.ID or BAG.ID program or registered in the ID minor

**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:** Lisa Blenkinsop (lblenkin@uoguelph.ca)

**Typical Team Size:** 4

**Department:** International Development Studies

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

- Experience with public speaking in front of small and/or large groups
- Interpersonal, communication (oral & written), event planning, and time management skills.
- The ability to work independently.
- Demonstrated initiative.
International Student Ambassadors (4 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 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
Learning Services (8 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.
- Developing new workshops to benefit University of Guelph students.
- 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)

Typical Team Size: 16

Department: Learning Commons
LGBTQ2IA+ Engagement (3 vacancies)

As an LGBTQ2IA+ Engagement Peer Helper, you will be...

- Working closely with the Sexual and Gender Diversity Advisor to develop, deliver, and assess new campus-wide programming intended to support the success of LGBTQ2IA+ students.
  - Programming will fall into the following streams:
    - Campus-wide educational campaigns
    - LGBTQ2IA+ community building
    - Personal and professional development of LGBTQ2IA+ students
- Supporting the development and implementation of LGBTQ2IA+ campaigns and programs run through the Office of Intercultural Affairs.
- Assisting in the monitoring and updating of online resources.

Skill Development Focus:

- Ability to conceptualize
- Leadership
- Oral communication
- Listening
- Creativity & innovation
- Coordinating
- Planning and organizing

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

Placement Supervisor: Jarred Sanchez-Cacnio (cacnioj@uoguelph.ca)

Typical Team Size: 3

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Experience creating a welcoming and engaging environment for students;
- Strong communication skills and a desire to help others;
- Understanding of the challenges faced by LGBTQ2IA+ students in higher education;
- Experience working with diverse communities.
Local Engagement (5 vacancies)

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
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
Off Campus Living (3 vacancies)

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: Katie McLean (kmcl@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience
Orientation Volunteer Liaison (4 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)

Typical Team Size: 5

Department: Student Experience
Supported Learning Groups (16 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*2040, 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 Supervisors: Jillian Jaworski (jjaworsk@uoguelph.ca) & Kimm Khagram (kkhagram@uoguelph.ca)

Typical Team Size: 43

Department: Learning Commons
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

Updated January 2019