Student Success Centre and Writing Symbols Lodge
First in Family Peer Leader Volunteer

Faculty/Degree/Major: All Faculties

Duration: September 19th, 2022 – April 30th, 2023
Start Date: September 19th, 2022
Title: First in Family Peer Leader
Reports to: Student Success Centre and Writing Symbols Lodge

Description:

Student Success Centre (SSC) and Writing Symbols Lodge (WSL) collaborate to provide culturally appropriate supports that encourage the success of First in Family students in their pursuit of knowledge and higher education. The SSC and WSL offer a welcoming and supportive learning environment for the whole campus.

In fall 2021, WSL and the SSC asked students who identified as the first in their family to attend university to share their feedback and ideas on what they would have found most helpful while transitioning to the University of Calgary community. One of the primary supports students identified in their feedback was mentorship. Peer mentorship has also been shown to be one of the most beneficial supports to new students positively impacting student retention and success. In response, WSL and SSC are launching the First in Family Peer Leader Program with the aim to support incoming first in family students through the creation of a learning community that supports peer-to-peer relationships.

First In Family is currently recruiting for volunteers to take on the role of First in Family Peer Leader. First In Family Peer Leaders work with SSC and WSL staff to support the development of monthly communications to incoming first in family students and co-develop and co-facilitate workshops geared towards academic and personal needs particular to incoming students who are first in family. Leaders are asked to commit to bi-weekly planning meetings with SSC staff throughout the term along with attendance at one to two workshops per term. Contributing to monthly newsletter communications to share tips or resources with first in family students is also encouraged. First In Family Peer Leaders are encouraged to participate in the program for both semesters.

Duties & Responsibilities may include:

- Commit to 6 hours per month
- Commit to volunteer for 2 semesters (fall/winter terms preferably)
• Attend mandatory training and scheduled workshops.
• Attend bi-weekly meetings with First in Family Peer Leaders, and SSC staff at scheduled meetings.
• Communicate openly during team meetings with designated support staff to aid in the development of workshops and communications to first in family students.
• Support the facilitation 1 or 2 workshops per term and help to establish a positive, friendly atmosphere.
• Support the monthly newsletter to first in family students by sharing key resources, short blog write-ups on tips or other messages of support and encouragement.

Qualifications:

• Pursuing an undergraduate degree in good academic standing as defined by the University of Calgary.
• Completed at least one academic year.
• Consistent and reliable, can maintain a dependable and positive attitude.
• Strong interpersonal and communication skills.
• Compassionate, kind, and empathetic.
• Demonstrates professionalism, leadership, and good judgement.
• Ability to prioritize workload, tasks, and responsibilities.
• Interest and commitment to engaging in community, including volunteerism, mentorship, leadership, coaching, cultural involvement, etc.
• Interested in working with First in Family students, staff, faculty, and community members.
• Ability to effectively maintain and set healthy boundaries.
• Dedicated to supporting student success.
• Preference will be given to candidates that are previous First in Family students, students with lived experience as First in Family.

Leader Benefits and Incentives:

• **Reference Letters:** Peer Leaders will receive reference letters from the Academic Development Specialist upon the completion of the program. Students must have volunteered for a minimum of 1 semester before they can request a reference letter and satisfy their mandatory workshop and volunteer hours requirement.
• **Professional Development:** Students will be given the opportunity to improve their professional development through workshops, certifications, and training. Professional
development opportunities will be woven into the bi-weekly time commitment the leaders will be making whether it be through workshops, volunteering, making connections, student leadership training, etc.

- **Leadership and Facilitation Development:** The Peer Leader Program helps students develop valuable skills they can utilize throughout their degree and future career.
- **Better Impact:** Volunteers will be able to keep detailed track of the hours they spend in the program through Better Impact for future reference.

**Contact Us:**

If you have any questions or concerns, do not hesitate to contact Roxanne Ross at the Student Success Centre. You can reach Roxanne by email at rossr@ucalgary.ca.

**Conduct Standing:**

This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.