



## **Admin & Events Assistant Peer Helper Position Description**

<b>Position Title:</b>	<b>Admin &amp; Events Assistant Peer Helper</b>
<b>Department:</b>	<b>Hunter Hub for Entrepreneurial Thinking, VP Research</b>
<b>Term:</b>	<b>Fall 2022/Winter 2023</b>
<b>Number of Positions:</b>	<b>1-2</b>
<b>Hours:</b>	<b>Approx. 3 per week</b>
<b>Length of Position:</b>	<b>October 6, 2022 – March 31, 2023</b>

*This is a competitive student leadership volunteer opportunity open to all University of Calgary students.*

### **POSITION DESCRIPTION**

The Admin & Events Assistant will be the first face our community sees as they enter the Collision Space. In addition to general administration duties and client services, the Admin & Events Assistant will support space operations and events.

Due to the evolving situation with Covid-19, whether these positions will be in-person will be determined based on local and University policy. We encourage all interested students to apply, and we will communicate updates as they are available. This role is ideal for an individual passionate about building community by encouraging entrepreneurial and innovative thinking.

### **TASKS AND RESPONSIBILITIES:**

1. Admin & Events Assistant duties in the Hunter Hub Collision Space providing support for the reception desk from 8:30AM-11:30AM on Thursdays from October 6, 2022 to March 31, 2023
2. Client services: Hunter Hub staff and UCalgary community support in a professional, courteous, proactive, and positive manner
3. Provide Hunter Hub leadership and staff with administrative support including, but not limited to, administrative projects relating to database maintenance and online research
4. Support the execution of Hunter Hub events and programs (online and in-person) as needed.
5. Receive deliveries for the space and perform some light cleaning/tidying of the Hunter Hub Collision Space.
6. Other duties as assigned.

**BENEFITS:**

- Gain skills in event planning and project management;
- Increase your knowledge of on-campus student programs and opportunities;
- Work within a collaborative team environment;
- Expand your network of UCalgary students, faculty and staff;
- Build your network across Calgary's innovation ecosystem;
- Gain entrepreneurial thinking skills and learn about innovation;
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers.

**EMPLOYABILITY SKILLS:**

As a result of volunteering in this role, students can expect to develop their employability skills in the following focus areas, as outlined by the Conference Board of Canada's Employability Skills:

- **Communication Skills:** Gain public speaking, event and group facilitation skills;
- **Teamwork Skills:** Develop skills in understanding group dynamics, engaging in dialogue with others, contributing to a positive team environment by sharing support, information, and expertise, successfully managing and resolving conflicts when appropriate;
- **Personal Management Skills:** Become confident setting and balancing goals and priorities, plan and manage time and resources to achieve goals, assess personal strengths and areas for development and work towards personal and professional growth;

As a University of Calgary Peer Helper, you will also have the opportunity to work within a collaborative team environment, expand your network of students, faculty and staff and have access to specific career development opportunities provided through the Peer Helper Program.

**COMMITMENT:**

The Admin & Events Assistant Peer Helper commitment is approximately 3 hours per week. We encourage all interested students to apply, and details will be communicated on an ongoing basis.

**QUALIFICATIONS:**

Although not required, it is recommended that Admin & Events Assistant Peer Helpers have been involved in co-curricular activities on campus. In addition, the following qualifications are required:

- Energy and enthusiasm for the University of Calgary and its students; focused on supporting a positive student experience
- Interest in entrepreneurial thinking and innovation
- Demonstrated professionalism, maturity and good judgment
- In good academic standing.

All applicants will be interviewed to assess qualifications and fit within the program.

**CONDUCT STATEMENT**

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](mailto: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.

#### **APPLICATION PROCESS**

To apply, please submit an online Peer Helper application form [here](#) . If you have any questions, please direct them to [hunterhub@ucalgary.ca](mailto:hunterhub@ucalgary.ca). Successful applicants will be contacted by email to schedule an interview.