



Launchpad Program Peer Helper Position Description

Position Title:	Launchpad Program Peer Helper
Department:	Hunter Hub for Entrepreneurial Thinking, VP Research
Term:	Fall 2022/Winter 2023
Number of Positions:	1-2
Hours:	Approx. 3 per week
Length of Position:	September 6, 2022 – April 14, 2023

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

POSITION DESCRIPTION

Launchpad is a six-month, co-curricular program, aiming to build entrepreneurial thinking skills in undergraduate and graduate students, and post-docs from every faculty across the University of Calgary community. Through a series of events, workshops, seminars, coaching sessions, and a final pitch competition, participants hone their entrepreneurial skills in a real-world project designed to make an impact in their respective industries and fields of study.

As the Peer Helper/s for the Launchpad program, the work you do will be impactful for UCalgary community and beyond. You will be responsible for working with the Hunter Hub team to activate weekly 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 helping people meet and learn from each other.

TASKS AND RESPONSIBILITIES:

1. Attend training in September;
2. Participate in and support the Fall 2022 and Winter 2023 Launchpad Live event every Thursday night at 4:30 p.m. - 7:30 p.m. (October 6, 2022 – March 23, 2023) and Liftoff Competition (March 27 – 31, 2023); responsibilities include overall event support, participant coordination, community-facing communications, and answering participant questions/concerns;

3. Coordinate and liaise on aspects of on-site events according to the requirements set by Hunter Hub team, partners or community, including setup and teardown, catering, AV and IT requirements;
4. Attend and actively assist the Hunter Hub Venture Programs Specialist in the execution of Launchpad Live events;
5. Be flexible and adaptable with implementing program changes to Launchpad for the year 2022-2023;
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, presentation 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;
- **Project Management Skills:** Plan, design, and carry out projects and events from start to finish, work to standards agreed upon with stakeholders, become comfortable adapting to changing requirements and information, continually monitor success and seek feedback on ways to improve.

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 Launchpad Program Peer Helper commitment is approximately 3 hours per week. Meetings with the Launchpad program team will also take place weekly throughout the academic year. These positions may be in-person, depending on the University's response to the evolving Covid-19 situation. We encourage all interested students to apply, and details will be communicated on an ongoing basis.

QUALIFICATIONS:

Although not required, it is recommended that Launchpad Program 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. 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](#) by **11:59 pm on September 20, 2022**. The application form can be found here. If you have any questions, please direct them to hunterhub@ucalgary.ca. Successful applicants will be contacted by email to schedule an interview.