Sophomore Leadership Program Peer Helper
Position Description

Position Title: Sophomore Leadership Program Peer Helper
Department: Office of Leadership and Student Engagement
Term: Fall 2022—Winter 2023
Number of Positions: 10-15
Hours: Approx. 4 hr 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
Sophomore Leadership Program (SLP) Peer Helpers is responsible for the administration of different components of SLP, including communications to students, mentoring SLP participants, event planning, and peer-to-peer support of upper-year students. A major component of the SLP Peer Helper support is guiding program participants through completing a service-learning project, as well as connecting with different resources on-campus, such as career planning, service-learning, and academic success.

Due to the evolving situation with Covid-19, whether these positions will be in-person or remote (online) 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.

TASKS AND RESPONSIBILITIES:
• Co-lead a group of 20-25 SLP students throughout the academic year, including creating an upbeat group environment, planning events for your group (social, academic, group bonding etc.), and regularly checking in with students in your group.
• Be flexible and adaptive with implementing program changes to SLP for the 2022-2023 year.
• Attend Peer Helper training in late August/September.
• Attend the SLP Fall 2022 and Winter 2023 leadership retreats (date TBA); responsibilities include overall event management, participant coordination, assisting with team building, program overview, group activity facilitation and answering student questions/concerns.
• Attend and actively assist the Leadership Ambassador in the execution of workshops and SLP-wide social events.
• Other duties as assigned.

BENEFITS:
• Gain public speaking, presentation, and group facilitation skills.
• Gain skills in event planning and project management.
• Gain skills in team building and management.
• Increase your knowledge of on-campus student involvement opportunities and resource.
• Work within a collaborative team environment.
• Expand your network of students, faculty, and staff.
• Flexible hours.
• 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 SLP Peer Helper commitment is approximately 4 hours per week. Responsibilities will include attending bi-weekly meetings with the Leadership Ambassador, hosting monthly socials, and supporting the Fall and Winter Retreat.

QUALIFICATIONS:
Although not required, it is recommended that SLP Peer Helpers have been involved in other 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.
• Demonstrated professionalism, maturity, and good judgment.
• In good academic standing.

All applicants will be interviewed to assess for 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 Sunday, August 21, 2022. The application form can be found here: If you have any questions, please direct them to slp@ucalgary.ca. Successful applicants will be contacted by email to schedule a remote (virtual) interview.