



## Communications Assistant Peer Helper Position Description

<b>Position Title:</b>	Communications Assistant Peer Helper
<b>Department:</b>	Faculty of Arts, Co-op Program
<b>Term:</b>	Fall 2021/Winter 2022
<b>Number of Positions:</b>	2
<b>Hours:</b>	2-3 per week
<b>Length of Position:</b>	September 2021 – April 2022

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

### POSITION DESCRIPTION

As a Communications Assistant you will assist with all social media, newsletters, and additional messages to students in the Arts Co-op Program and to students in the Arts Faculty to provide up to date information on job postings, events, deadlines, and career information. Successful candidates will be strong communicators and be flexible and positive.

### TASKS AND RESPONSIBILITIES:

- Upload the bi-weekly newsletter into Marketo which informs students of upcoming deadlines, events, and lists internal and external job postings
- Ensure newsletter is delivered on time through the Marketo system
- Deliver consistent and scheduled social media post for the Arts Co-op Program to raise awareness, and followers on Facebook, Twitter and Instagram accounts
- Present in-class Co-op Program Information Briefs (5-minute sessions) to promote program to students
- Occasionally assist with event logistics, creating signs, registration lists, name tags, and volunteer at events
- Occasionally organize and supervise student volunteers at program events
- Other duties as assigned

### BENEFITS:

- Learn how to use the Marketo platform
- Collaborative work experience with Co-op team and Peer Helper cohorts
- Gain experience with social media
- Credit on the Co-Curricular Record
- Become part of the Peer Helper community throughout offices across campus
- Build your skills and experiences on your resume

## **COMMITMENT:**

The time commitment of this position is on average 2-3 hours per week. Scheduled work shifts to be established at the beginning of each term to avoid conflict with class commitments. Peers will have scheduled training time and will be able to work remotely.

## **QUALIFICATIONS:**

- Strong social media skills and knowledge (Facebook, Twitter, Instagram, Analytics)
- Strong writing and editing skills
- Organized, flexible, and able to work independently
- Familiar with CareerLink, Marketo, or comfortable with learning different systems
- Must be a Faculty of Arts student in good academic standing
- Students entering 2<sup>nd</sup> year or higher preferred
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Knowledge of design and graphic programs is an asset
- All Peer Helpers must be in good standing with the Office of Student Conduct

## **PEER HELPER PROFESSIONAL DEVELOPMENT**

The Peer Helper Program engages 300 students every year through more than a dozen different on-campus offices. A key part of being a Peer Helper is having the opportunity to develop your employability skills and experiences, and then translate those experiences into strong interview stories. Launched in 2019-2020, the Peer Helper Professional Development (PHPD) Program helps Peer Helpers meet these goals.

- For 2021-2022, Peer Helpers are required to complete their “Skills Portfolio” four times throughout the academic year: once at the beginning and the end of each semester. The Skills Portfolio is a concise self-assessment tool that gauges students’ progress in the 17 skills that they can develop as Peer Helpers, as per Berdrow and Evers’ (2010) [Bases of Competence](#) framework.
- Peer Helpers are also required to attend at least 2 Skills Workshops out of more than 30 that will be available to them. These pertain to the 17 skills mentioned above, and will be a mixture of in-person/synchronous and online/asynchronous workshops. Peer Helpers can choose a combination from either or both types.

## **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 available on the Peer Helper Program’s website. The application form can be found here: <https://www.ucalgary.ca/student-services/leadership/leadership-development/peer-helper-program/peer-helper-application>. If you have any questions, please direct them to [php@ucalgary.ca](mailto:php@ucalgary.ca).