



CDCI Student Ambassador Position Description

Position Title:	CDCI Student Ambassador
Department:	College of Discovery, Creativity and Innovation
Term:	Fall 2021/Winter 2022
Number of Positions:	5-7
Hours:	Approx 10-15 hours/term
Length of Position:	September 2021 – April 2022

POSITION DESCRIPTION

CDCI Student Ambassadors serve as a critical direction setting group for the College of Discovery, Creativity, and Innovation by providing student perspectives, advocating for CDCI programming, and participating in events. Students will engage as partners in the development and enhancement of the CDCI's undergraduate student research initiatives.

Undergraduate students in good standing at the University of Calgary who have completed the Global Challenges course or the PURE Awards program and who are passionate about teaching and learning can participate as CDCI Student Ambassadors. Ambassadors will meet to discuss CDCI programming, explore ways to engage students in experiential and undergraduate research programming, and share perspectives on developing undergraduate research resources and programming. CDCI Ambassadors will practice advocacy skills with prospective students and community members at recruitment events.

TASKS AND RESPONSIBILITIES:

- Participate in CDCI Student Ambassador Advisory Committee meetings (two per semester)
- Engage as student representatives in the development and ideation of various CDCI undergraduate research initiatives, including advising on the Research on Global Challenges course and the PURE Awards program, contributing to conversations for high-impact student recognition such as the Celebration of Achievement and an Undergraduate Research Festival, etc.
- Attend events as CDCI student representatives, including You at UCalgary, Orientation Week, etc.
- Advocate for CDCI programs by connecting with other undergraduate students by visiting lectures, speaking at CDCI information sessions, etc.
- Lead and chair advisory committee meetings and presentations, if applicable
- Other duties as assigned

BENEFITS:

- Develop skills in public speaking, presentation and group facilitation
- Develop leadership and team-building skills
- Actively contribute to the cultivation of a robust undergraduate research environment at the University of Calgary
- Work within a collaborative team environment

- Expand your network of students, faculty and staff
- Credit on the Co-Curricular Record (CCR)
- Become part of the Peer Helper community throughout offices across campus
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers
- StrengthsQuest Assessment code to identify your “Top 5 Themes of Talent”

QUALIFICATIONS:

The following qualifications are **required**:

- Must be a previous Research on Global Challenges student and/or PURE Award recipient
- Demonstrated professionalism, maturity and good judgment;
- All Peer Helpers must be in good standing with the Office of Student Conduct

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.

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 who approach learning, work and world issues differently, and event/project management; and
- **Personal Management Skills:** Learn how your strengths help you succeed, and how to be adaptable in different settings. You will also have the opportunity to work on learning goals in this position using the SMART model.

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.

PEER HELPER PROFESSIONAL DEVELOPMENT PROGRAM:

The Peer Helper Program engages more than 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.

APPLICATION PROCESS

To apply, please submit your resume and cover letter to cdci@ucalgary.ca by **August 31, 2021**. If you have any questions, please direct them to cdci@ucalgary.ca. Successful applicants will be contacted by email to schedule an interview.