Emerging Leaders Program Peer Helper
Position Description

Position Title: Emerging Leaders Program Peer Helper
Department: Office of Leadership and Student Engagement
Term: Fall 2020/Winter 2021
Number of Positions: 20-22
Hours: Approx. 3 per week
Length of Position: September 3, 2020 – April 17, 2021

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

POSITION DESCRIPTION
Emerging Leaders Program (ELP) Peer Helpers are largely responsible for the administration of different components of the ELP, including communication to students and mentors, event planning, and peer-to-peer support of first-year students. A major component of the ELP Peer Helper role is helping first-year UCalgary students become familiar with campus, and in addition build their communities, which in turn leads to increased student success.

TASKS AND RESPONSIBILITIES:
• Co-lead a group of 20-25 ELP students throughout the academic year; including creating spirit as a group, 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 ELP for the 2020-2021 year;
• Attend a training on a weekend or evening in early-September/late August
• Attend the ELP Fall 2020 and Winter 2021 leadership retreats (dates 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 ELP-wide social events;
• Attend the UCalgary Student Leadership Conference (date TBA);
• 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;
• 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 ELP Peer Helper commitment is approximately 3 hours per week. Meetings with the Leadership Ambassador (Emerging Leaders Program) will also take place bi-weekly throughout the semester. ELP Peer Helpers will plan monthly drop-in social events for their students.

QUALIFICATIONS:
Although not required, it is recommended that ELP 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
- 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 by **11:59 pm on July 15th, 2020**. The application form can be found here: [https://survey.ucalgary.ca/jfe/form/SV_0oHTlvK22H3E1wh](https://survey.ucalgary.ca/jfe/form/SV_0oHTlvK22H3E1wh) If you have any questions, please direct them to lead@ucalgary.ca. Successful applicants will be contacted by email.