

# ROLE DESCRIPTION

**PROGRAM:** Peers Helping Peers Program, Capilano University

**ADDRESS:** 2055 Purcell Way, North Vancouver, BC V7J 3H5

**CONTACT PERSON:** Remy Marlatt

**PHONE:** 604.986.1911 ext 7563

**JOB LOCATION:** North Vancouver Campus

**WORK TERM:** Fall 2018 and Spring 2019 Term

**POSITION TITLE:** Starting for Success Peer Helper

**NUMBER OF POSITIONS:** Maximum 45

## **PROGRAM AND POSITION DESCRIPTION:**

Starting for Success is a yearlong transition program for first year students to CapU. All new students will be assigned groups based on their program and will be assigned a “Starting for Success” Peer Helper to lead and support them during their first year. As a Peer Helper, you will help Student Affairs staff and program faculty introduce incoming students to the opportunities, programs and services available at Capilano University. Peer Helpers will meet with their assigned students twice a month to encourage participation and foster a sense of belonging contributing to their development and engagement with CapU.

Peer Helpers are leaders who are approachable and encouraging who are effective in supporting new students. Information delivery through Moodle, email, and in person group meetings will help ensure that the students receive timely information to help set them up for success.

## **ROLE REQUIREMENTS:**

- Be available to all group members to answer questions, provide information, and help guide them during their first semester

- Attend and participate in all programs, meetings and training days, both those prior to Welcome Week and those throughout the semester.
- Assist in all tasks required for Welcome Week as well as administrative tasks for the program.
- Be comfortable interacting with students individually and in groups, while being an active and productive member of a team
- Be willing and able to serve as a resource for students– this includes providing correct information, as well as having good listening skills when interacting with students, faculty, staff, and administrators
- Hold organized/arranged bi-monthly social gatherings on campus with the group, and maintain consistent communication with students in the program
- Assist the Student Success Facilitator in facilitating programming throughout the fall semester
- Communicate with assigned first year students throughout the semester, including through any required emails/other and calendar updates
- Must be able to attend required bi-monthly check-in meetings with your assigned group and to follow up with individuals in one-on-ones as needed.
- Create goal plans with mentees and support them working towards it
- Offer a consistent and strong helping relationship with mentees
- Connect students to the CapU community
- Email a success resource email once a month to your mentees
- Run one drop-in mentee hangout a month at the Peer Centre
- Plan and implement one large scale program a semester with your programming group
- Attend a core training once a year
- Attend and participate in orientation peer activities
- Attend regular meetings with the program coordinator, overall Starting for Success Peer Helper team, and large scale program team.
- Complete on-going documentation and evaluation for the role
- Support mentees within the limits of the role and refer up to staff

- Support the Starting for Success Peer Helper team with outreach, promotion, and engagement strategies

**IDEAL CANDIDATE SKILLS AND EXPERIENCE:**

- Active listening, communication, and helping skills
- Experience leading a group
- Patience and empathy
- Inclusive in approach and have awareness of the diversity of the student population at Capilano University
- Strong problem-solving skills
- Knowledge of campus resources
- Ability to work collaboratively with the Peer Helper team
- Experience in working with sensitive and confidential information
- Positive attitude and pride in CapU
- Practices everyday leadership

**ELIGIBILITY:**

- Must be a 2nd year student or higher
- Must not be on academic probation

**BENEFITS:**

- Per Semester Honorarium of \$200 that is paid at end of each semester
- This position will go on the Peer Helpers Co-Curricular Record
- Peer Helpers will have access to professional development opportunities
- Peer Helpers are invited to an appreciation event hosted every semester
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**HOURS/WEEK:**

3 - 5 hours

**Application deadline:** Open until positions are filled

**Application Details:** Please submit a resume and answers to the questions below to Remy Marlatt ([remymarlatt@capilanou.ca](mailto:remymarlatt@capilanou.ca)). No cover letter needed. Maximum 300 words per question. An academic and conduct check will be done through Student Affairs for applicants being considered for the role.

*1) Name*

*2) Program of study*

*3) Number of Credits completed by May 2018 at CapU*

*4) What makes you want to be a Peer Helper for students with lived experience in the care system?*

*5) What does a healthy mentor and mentee relationship mean to you?*

*6) What skills and qualities do you bring to this position?*