



**UNIVERSITY OF
CALGARY**

Virtual Bridging Peer Helper Position Description

Position Title:	Virtual Bridging Peer Helper
Department:	Schulich School of Engineering
Term:	Fall 2022
Number of Positions:	15-20
Hours:	Approx. 1.5-2 hours/week
Length of Position:	September 6, 2022 – December 7, 2022

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

POSITION DESCRIPTION

We are looking for first-year engineering students to help bridge the transition for some international students who will not be in Canada at the start of the semester. This volunteer role will take 1-2 hours of commitment weekly for the Fall semester. We are looking for volunteers to lead weekly virtual check-ins with international students. These check-ins are meant to be primarily social in nature as a way for students to feel connected with the campus community before their physical arrival. Volunteers will be provided with prompts and activities for these meetings, they will need to facilitate and create a safe space for socialization. We are looking for students who enjoy connecting with their peers and fostering a welcoming campus community

TASKS AND RESPONSIBILITIES:

- Facilitating weekly virtual check-ins
- Pointing students to campus resources
- Connecting with coordinator if/when required
- Attend departmental training as required
- Other duties as assigned

QUALIFICATIONS:

- Entering your first year of engineering
- A strong interest in supporting a positive student experience
- Demonstrated professionalism, maturity and good judgment
- Familiarity with the University of Calgary community (e.g. student services, academic integrity policies, etc.)
- As the Peer Helper Program is meant to enhance the student experience and supplement academic learning, all Peer Helpers must demonstrate their ability to balance their academics with their extracurricular commitments, and must be in good academic standing
- All Peer Helpers must be in good standing with the Office of Student Conduct

COMMITMENT:

The time commitment of this position is on average 1.5-2 hours per week. This includes weekly 1 hour Zoom sessions with students, biweekly 15-minute check-ins with coordinator, and mandatory 1 hour training (date TBD).

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:

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 2022-2023, Peer Helpers are required to complete their "Skills Assessment" twice throughout the academic year: once at the beginning and the end of each volunteer term. The Skills Assessment 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. 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. Application deadline is on **September 20, 2022**. The application form can be found [here](#). If you have any questions, please direct them to [hyousif@ucalgary.ca](mailto:hyouisif@ucalgary.ca) or php@ucalgary.ca