

Peer Helper Team Descriptions

Contents

- About the Application2
 - Application Deadline3
 - Resume Help3
 - Questions3
- Minimum Eligibility Requirements to be a Peer Helper3
- Information about Teams Recruiting for Winter 20224
 - Career Services – Business Career Development Centre (3 vacancies)4
 - Centre for International Programs (1 vacancy)5
 - Commuter Engagement (2 vacancies).....6
 - Community Engagement & Social Change (3 vacancies)7
 - Feeding 9 Billion Program (2 vacancies).....8
 - Intercultural Engagement (2 vacancies).....9
 - International Recruitment and Admissions (1 vacancy).....10**
 - Intramural Marketing and Outreach11
 - John F. Wood Centre for Business and Student Enterprise12
 - Learning Services (3 vacancies).....13**
 - Orientation Volunteer Liaison (2 vacancies)14
 - Peer Training and Networking Team (2 vacancies)15
 - Rental Living Resource Peer Helper (1 vacancy)16
 - Student Experience Engagement Team (2 vacancies)17**
 - Student Volunteer Connections (2 vacancies)18**
 - Wellness - Education Centre (2 vacancies)19
 - Wellness - Peer Coach (USHINE) (1 vacancy)20**
 - Writing Services (8 vacancies)21

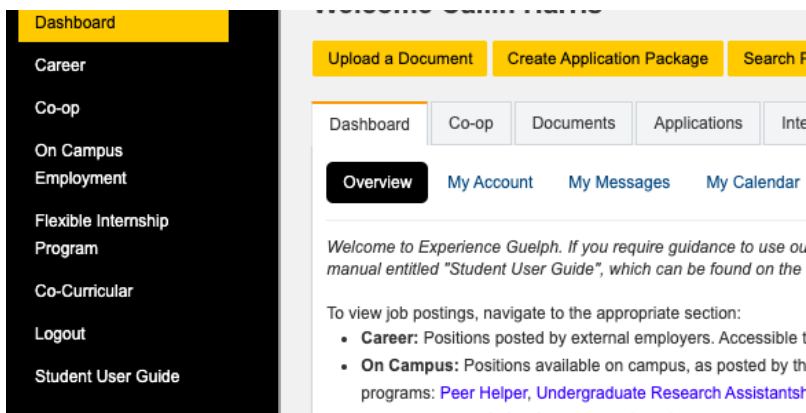
This application package was last updated on **October 12th**.

Be sure to check the [Peer Helper Program recruitment website](#) leading up to the application deadline to ensure you are viewing the most current package.

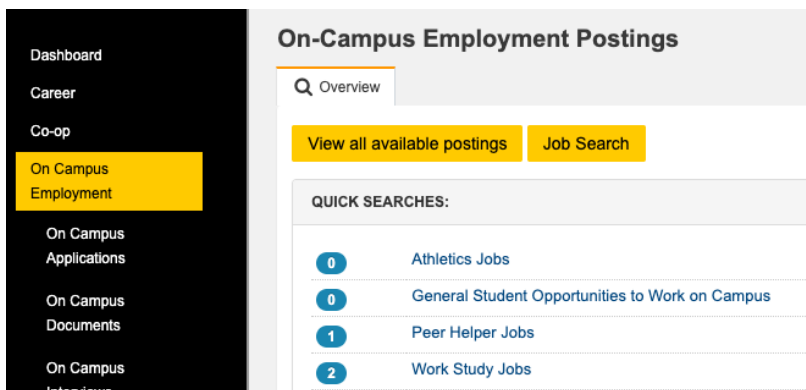
About the Application

To view all open Peer Helper postings and apply, please follow these steps:

1. Verify you meet the minimum eligibility requirements to be a Peer Helper. These requirements can be found on page 3 of this package.
2. Decide which placement(s) you'd like to apply for by reviewing the Information about Recruiting Teams at the end of this package. Each Peer Helper Team has a separate application form.
3. Postings will be closing on a rolling basis (ie. when all positions are filled, the posting will close), so you are encouraged to apply early!
4. Complete an application form located on [Experience Guelph](#). To access the postings, you will need to log in as a Student using your central login credentials.
 - a. *Please submit your application materials as **PDF files** only
5. Once on Experience Guelph, select “On Campus Jobs and Opportunities” on the left-hand side of your dashboard.



6. Finally, select “Peer Helper” under “Quick Searches” in order to view all available Peer Helper postings. You will then be able to view all posting details and apply for postings of interest.



Application Deadline

Applications are due by **Sunday October 24th at midnight (11:59 PM)**.

Resume Help

All Peer Helper Placement applications require uploading a current version of your resume. All PHP Supervisors strongly recommend applicants take advantage of the [drop-in Resume Critique service](#) offered by Co-op & Career Services to improve the quality of their application.

Questions

Any questions about any of the content in this document or the application process in general can be directed to Peer Helper Program Coordinator, Jess Ruprecht (ruprecht@uoguelph.ca).

Questions about the specific roles and responsibilities associated with individual team placements can be directed to the related team Supervisor. Their contact information is included in the “Information about Recruiting Teams” section at the end of this package.

Minimum Eligibility Requirements to be a Peer Helper

In order to be a Peer Helper, you must meet the following minimum eligibility requirements:

- You will be a registered University of Guelph student, pursuing a minimum of 1.0 credits during the semesters you will be involved with the Program.
- You will be enrolled in at least semester level 2 when you start your Peer Helper Placement.
- You have a minimum cumulative academic average of 70%.
 - Some placements require a higher cumulative average and some also require a most recent semester average above 70%. This will be noted as a “Specialized Requirement” in the application team’s information section.
- You are willing to authorize the Peer Helper Program to monitor your academic performance prior to and during each semester of involvement.
- You are willing to commit a minimum of three (3) semesters to the Program. Semesters do not need to be consecutive for most Teams.
 - An application may be accepted for a two (2) semester commitment if the student is in their final 2 semesters at Guelph at the discretion of the Team Supervisor. **An application will not be accepted for a one (1) semester commitment.**

Information about Teams Recruiting for Winter 2022

Career Services – Business Career Development Centre (3 vacancies)

As a **Career Services Peer Helper**, you will be...

- Advising students on their resumes, cover letters and interviewing skills in one-on-one appointments and through online critiques.
- Contributing to career planning and job search focused blog writing and online discussions topics in co-op preparatory course.
- Facilitating a variety of job search workshops/presentations (summer job searching, resume writing, interview skills)
- Participating in marketing and outreach activities throughout campus to promote CECS.
- Supporting front desk reception by triaging student inquiries and providing guidance and direction to students.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Written Communication
- Leadership
- Personal Strengths
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisors: Kate Cooper (katecoop@uoguelph.ca)

Typical Team Size: 5

Department: Business Career Development Centre

Centre for International Programs (1 vacancy)

As a **Centre for International Programs Peer Helper**, you will be...

- Providing information to students about University of Guelph study abroad programs and how to apply.
- Promoting study abroad opportunities through presentations, events and projects.
- Assisting in the provision of support and activities for incoming exchange students.

Priority Consideration:

- Applicants who have previously participated in a Study Abroad program or international experience through the University of Guelph or other institution/organization.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Listening
- Decision-Making
- Learning
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Chen Chen (cchen19@uoguelph.ca)

Typical Team Size: 4

Department: Centre for International Programs

Prerequisite skills applicants should talk about in application:

- Communication & organizational skills
- Ability to work both independently and within a team
- Openness to intercultural experiences
- Experience of having lived in another country (asset)
- Ability to communicate in another language (asset)

Commuter Engagement (2 vacancies)

As a **Commuter Engagement Peer Helper**, you will be...

- Assist with outreach programs to engage commuter students, especially those in their first year, in activities that support the development of community and a sense of belonging
- Assist in the design and delivery of programming to support commuter experience services
- Design and implement small scale events and programs to engage students in commuter experience activities
- Provide support and guide commuter students to relevant resources on campus

Skill Development Focus:

- Listening
- Oral Communication
- Coordinating
- Planning and Organizing
- Personal Strengths
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: June Baldwin (jbaldw04@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience

Community Engagement & Social Change (3 vacancies)

As a **Community Engagement & Social Change Peer Helper**, you will be...

- Supporting opportunities for students to become more involved in their community (in Guelph or beyond) through volunteering and learning about social justice issues
- Developing marketing and recruitment strategies for the Catalyst programs (formerly Project Serve Reading Week and Spring/Summer) such as organizing recruitment tables in the University Centre, speaking to prospective applicants, delivering classroom announcements, and creating engaging social media content
- Supporting the organization of the Catalyst programs
- Learning about issues related to community engagement and social change/social justice

Skill Development Focus:

- Oral Communication
- Leadership
- Time Management
- Personal Strengths
- Visioning
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Terence Lowe (tlowe01@uoguelph.ca)

Typical Team Size: 7

Department: Student Experience

Feeding 9 Billion Program (2 vacancies)

As a **Feeding 9 Billion Program Peer Helper** you will be...

- Developing and executing campaigns to get students involved in food-security related projects, competitions, classes, and clubs on campus.
- Conducting education and outreach activities on campus and at special events in the community and beyond
- Participating in fundraising activities.
- Helping to create bridges between the university and the community by researching and promoting opportunities for students to get involved in projects that support our Guelph community
- Attending and assisting at events to support other food-security organizations such as clubs on campus and non-profits in the City of Guelph.
- Learning about food security by attending educational events around food security such as roundtables, consultations, and special seminars.

Skill Development Focus:

- Learning
- Personal Strengths
- Interpersonal
- Oral Communication
- Coordinating
- Planning and Organizing
- Creativity, Innovation, and Change

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Jeanna Rex (jeannar@uoguelph.ca)

Typical Team Size: 2

Department: Geography

Prerequisite skills applicants should talk about in application:

- Comfort talking to students.
- Some experience with public speaking in front of small and large groups.
- Some experience working independently.
- Some experience working as part of a team.
- Demonstrated initiative.
- Any experience relating to event planning or fundraising.

Intercultural Engagement (2 vacancies)

As an **Intercultural Engagement Peer Helper** within the Office of Intercultural Affairs (OIA), you will be...

- Engaging in outreach, marketing and event planning for the LINK Program, Chroma Project and Conversation Partners.
- Assisting in the development and implementation of intercultural campaigns and programming during Orientation Week and throughout the year
- Organizing workshops and events for racially and ethnically diverse students.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Leadership
- Planning and Organizing
- Time Management
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: You Jia Lee (ylee05@uoguelph.ca)

Typical Team Size: 4

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Experience working with diverse cultures.
- Interpersonal, communication, teamwork, event planning, and organizational skills.
- Commitment to building a strong sense of community.

International Recruitment and Admissions (1 vacancy)

As an **International Recruitment and Admissions Peer Helper**, you will be...

- Providing information to students about University of Guelph programs and how to apply as an international student.
- Assisting the recruitment of international students through presentations, events and projects.
- Assisting with content creation and management of recruitment initiatives such as newsletters, student profiles and events.

Specialized Requirements:

- A current international student or experience of having lived in another country (asset)
- Ability to communicate in another language (asset)

Skill Development Focus:

- Social and Cultural Agility
- Oral Communication
- Creativity and Innovation
- Planning and Organizing
- Time Management

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Amy Van Rensburg (avanrens@uoguelph.ca) and Jimmi Hemmenbach (jhemmenb@uoguelph.ca)

Typical Team Size: 3

Department: International Recruitment and Admissions

Prerequisite skills applicants should talk about in application:

- Communication & organizational skills
- Ability to work both independently and within a team
- Openness to intercultural experiences

Intramural Marketing and Outreach

As an **Intramural Marketing and Outreach Peer Helper**, you will be...

- Responsible for providing logistical support to the Intramural and Clubs office
- Assist with Intramural event planning and engaging new and existing participants through a variety of marketing channels including in-person, e-mail and social media.
- Responsible for the maintenance of Intramurals' social media accounts (Facebook & Instagram)
- As a member of the Intramural Marketing Street Team, increase awareness about Intramurals and Recreational programming, as well as run metrics to gauge participation
- Supporting Intramural administration by answering general questions in the Intramural Office and helping Sport Facilitators with the coordination of Intramural Sport Leagues (Creating Scorecard, Inputting Scores & Player Eligibility).

Skill Development Focus:

- Interpersonal
- Listening
- Written Communication
- Leadership
- Managing Conflict
- Learning
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 10 hours/week (~120 hours/semester)

Placement Supervisors: Katrina Beverly (kbeverly@uoguelph.ca)

Typical Team Size: 6

Department: Athletics

Prerequisite skills applicants should talk about in application:

- Aptitude for working independently and as part of a team
- Interest in developing leadership and organization skills
- Interest in sports/ recreation, customer service and marketing
- Experience with Social Media and ability to generate creative social media and outreach solutions
- Excellent Interpersonal communication and customer service skills

John F. Wood Centre for Business and Student Enterprise

As a **John F. Wood Centre for Business and Student Enterprise Peer Helper**, you will be assigned one of three portfolios:

1. **MakerSpace Peer** – host office hours at the MakerSpace and conduct one-on-one and group workshops to educate & empower U of G students/staff/alumni with the knowledge to optimize the resources available to them at the MakerSpace. Be a team leader for student volunteers/ambassadors.
2. **Social Media Peer** – create and post content for The Wood Centre’s social media accounts; attend events hosted by The Wood Centre and creating post-event recaps/stories Be a team leader for social media student volunteers/ambassadors.
3. **Brand Ambassador/Events Support** – Help with set-up and tear down of Wood Centre events, attend events and speak with guests about Wood Centre programming and services, lead brand ambassador student volunteer team

Skill Development Focus:

- Oral Communication
- Written Communication
- Problem-Solving
- Time Management
- Leadership
- Planning and Organizing
- Creativity & Innovation

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: April Albano (albanoa@uoguelph.ca) and Jessie Kennedy (jkenne11@uoguelph.ca)

Typical Team Size: 4

Department: Wood Centre for Business and Student Enterprise

Learning Services (3 vacancies)

As a **Learning Services Peer Helper**, you will be...

- Meeting one-on-one with students to offer advice and strategies for enhancing academic success.
- Providing workshops for students on topics related to academic success at university, such as reducing procrastination and preparing for midterms and exams.
- Developing new workshops to benefit University of Guelph students.
- Helping to plan and create new resources, including online materials, handouts, and promotional materials.
- Engaging in specialized training on learning theories and practice.

Skill Development Focus:

- Oral Communication
- Listening
- Leadership
- Problem-Solving
- Personal Strengths
- Creativity & Innovation
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Chen Chen (cchen19@uoguelph.ca)

Typical Team Size: 16

Department: Learning Services

Orientation Volunteer Liaison (2 vacancies)

As an **Orientation Volunteer Liaison Peer Helper**, you will be...

- Engaging current and past Orientation Volunteers.
- Managing the volunteer database.
- Assisting with the promotion and recruitment of Orientation Volunteers.
- Developing the Winter selection process for Orientation Volunteers.
- Assisting with programming for new students, focusing on transfer students and first generation students.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Coordinating
- Time Management
- Problem-Solving
- Risk Taking

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Jenny Daines (jdaines@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience

Peer Training and Networking Team (2 vacancies)

As a **Peer Training and Networking Peer Helper**, you will be...

- Finding creative ways to engage members of the various Peer Helper Teams
- Chairing Peer Helper Program Committee meetings
- Organizing events for Peer Helpers, including the appreciation banquet, networking nights, stress busters etc.
- Assisting with recruiting, orienting, and training new Peer Helpers
- Developing and delivering professional development opportunities for Peer Helpers

Skill Development Focus:

- Oral Communication
- Written Communication
- Planning & Organizing
- Coordinating
- Personal Strengths
- Learning
- Creativity & Innovation

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Jess Ruprecht (ruprecht@uoguelph.ca)

Typical Team Size: 8

Department: Student Experience

Prerequisite skills applicants should talk about in application:

- Organizational and time management
- Oral and written communication
- Creativity & problem-solving
- Working independently
- Working as a part of a team

Rental Living Resource Peer Helper (1 vacancy)

As a **Rental Living Resource Peer Helper**, you will be...

- Assisting students with the process of finding off-campus housing in the Guelph rental market through one-to-one consults, presentations, and events.
- Guiding students through tenancy issues and providing information about landlord-tenant rights and responsibilities through consultations and workshops.
- Visiting off-campus students in the community to share information about off-campus living, life in Guelph, and neighbourly relations.

Skill Development Focus:

- Listening
- Oral Communication
- Coordinating
- Planning and Organizing
- Personal Strengths
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: June Baldwin (jbaldw04@uoguelph.ca)

Typical Team Size: 5

Department: Student Experience

Student Experience Engagement Team (2 vacancies)

As a **Student Experience Engagement Team Peer Helper**, you will be...

- Promoting and creating events/workshops/programs and other involvement opportunities with the Student Experience Department
- Providing support and resources to current and potential student leaders
- Providing one-to-one guidance to students in developing their outside of the classroom learning
- Acting as a liaison between student leaders and the Student Experience Department
- Assisting with planning and the delivery of Student Experience Department events and activities

Skill Development Focus:

- Interpersonal
- Oral communication
- Listening
- Leadership
- Learning
- Problem-solving
- Planning & organizing

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Kristina Eisenbach (keisenba@uoguelph.ca)

Typical Team Size: 6

Department: Student Experience Engagement Team

Prerequisite skills applicants should talk about in application:

- Oral communication and active listening
- Organizational and time management
- Working as part of a team
- Providing referrals to others
- Use of Microsoft Office or Google Suite

Student Volunteer Connections (2 vacancies)

As a **Student Volunteer Connections Peer Helper**, you will be...

- Assisting in the promotion, development, and evaluation in programs such as Project Serve Day, Project Serve Reading Week, Project Serve Sustainability, Neighbourhood Nexus, Municipal Mentors, etc.
- Connecting with City Councillors and Municipal politics to promote student civic engagement.
- Connecting with and supporting the work of Neighbourhood Groups in Guelph.
- Encouraging students to get involved in the community through social media and creative campaigns.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Coordinating
- Time Management
- Personal Strengths
- Visioning

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Helen Keen (keenh@uoguelph.ca)

Typical Team Size: 4

Department: Student Experience

Wellness - Education Centre (2 vacancies)

As a **Wellness Education Peer Helper** you will be...

- Providing information about a range of health and wellness related topics, including but not limited to: mental health, sexual assault, healthy eating/active living, body image and eating disorders, drugs and alcohol, LGBTQ issues and human rights.
- Creating and disseminating information and resources such as pamphlets, resource cards, information kits, condoms, lube.
- Facilitating workshops for on-campus partners on the health and wellness topics listed above.
- Developing and implementing awareness events and programming concerning health and wellness topics, that are effective and based in best-practices.
- Assisting students who drop in looking for information or resources and refer when necessary; however, they will adopt a self-directed approach, assisting any of the teams if needed and integrate programming to incorporate a range of health topics.
- Creating communication materials such as marketing campaigns, online articles, and audio (podcast) content.

Skill Development Focus:

- Interpersonal
- Oral Communication
- Listening
- Planning and Organizing
- Personal Strengths
- Problem-Solving
- Ability to Conceptualize

Required Time Commitment: 10 hours/week (~120 hours/semester)

Placement Supervisor: Rebecca Skelhorn (skelhorn@uoguelph.ca)

Typical Team Size: 20

Department: Student Wellness Services

Prerequisite skills applicants should talk about in application:

- Leadership, interpersonal and communication skills
- Self-directed approach to learning and development
- Desire to interact with students on campus
- Interest in these issues: mental health, sexual health, sexual assault, healthy eating and active living, body image and eating disorders, drugs and alcohol, LGBTQ issues, human rights

Wellness - Peer Coach (USHINE) (1 vacancy)

As a **Wellness Peer Coach (USHINE)** you will be...

- Corresponding with potential mentees
- Reviewing intake forms
- Scheduling and matching mentees with mentors
- Conducting mentor team meetings
- Preparing and providing peer mentor training
- Supporting marketing and recruitment efforts
- Conducting volunteer/peer management related to hiring, scheduling, and coaching

Skill Development Focus:

- Interpersonal
- Oral Communication
- Problem-Solving
- Listening
- Leadership
- Decision Making

Required Time Commitment: 5 hours/week (~60 hours/semester)

Placement Supervisor: Rebecca Skelhorn (skelhorn@uoguelph.ca)

Typical Team Size: 6

Department: Student Wellness Services

Prerequisite skills applicants should talk about in application:

- Leadership, interpersonal and communication skills
- Self-directed approach to learning and development
- Desire to interact with students on campus

Writing Services (8 vacancies)

As a **Writing Services Peer Helper** you will...

- use a range of interpersonal communication strategies to build rapport and trust with students, understand and respond to students' concerns, and explain writing concepts to students (oral communication)
- provide inclusive support by adapting teaching strategies in creative ways to address the needs of a variety of student learning styles (creativity and innovation)
- integrate academic learning with experiential learning to help students develop writing strategies appropriate to the given assignment, discipline, audience, and purpose (critical and analytical thinking)
- use a facilitative approach to help students identify strengths and weaknesses in their writing, prioritizing higher-order and lower-order concerns (problem-solving)
- provide strong mentorship to incoming peers by sharing experiences, giving constructive feedback, and developing rapport (teamwork and collaboration)
- arrive promptly for their consultation shifts, meet team deadlines, and balance their peer helper responsibilities with coursework responsibilities and other volunteer commitments (time management)
- use effective question strategies and active listening techniques to ensure that the students' voices and ideas are represented in their writing (curious)
- approaches the role of a writing peer with professionalism and integrity by demonstrating respect for students, maintaining confidentiality, and promoting a positive reputation of the Writing Services team on campus (responsibility)

Required Time Commitment: 5 hours/week (~60 hours/semester)

Specialized Requirement: Cumulative average of 80% or higher.

Placement Supervisor: Jodie Salter (jsalter@uoguelph.ca) and Sarah Gibbons (sgibbo03@uoguelph.ca).

Typical Team Size: 20

Department: Learning Commons

Prerequisite skills applicants should talk about in application:

- Writing experience and skill
- Communication and interpersonal experience
- Wide range of interests across the disciplines
- Working with EAL/ESL students
- Empathy and professionalism

