OPPORTUNITY DESCRIPTION

Learning and Writing Peers are part of the larger program of Peer Education. Peer Educators commit to volunteering for two (2) terms; however, these terms do not need to be consecutive if the student is away for co-op or field school etc.

Your role as a Learning and Writing Peer has two components: the first is your role with the Student Learning Commons, and the second component relates to your personal development.

This opportunity starts in the Fall 2017 term.

Program Overview

Learning and Writing Peer Educators help fellow SFU students improve their writing, study, note-taking and time management strategies, primarily through one-on-one peer advising sessions.

Relating to your Learning and Writing role, Peer Educators will:

Essential Activities

- Provide one-to-one assistance to students for a variety of academic writing and/or learning issues.
- Provide on-the-job training to Peers who begin the program after you, if applicable.

Optional Activities

- Participate on panels to share academic success strategies with groups of students.
- Facilitate professional development seminars for other Learning and Writing Peers at the Tuesday night meetings.
- Research and develop resources with the guidance of Student Learning Commons staff members.
- Assist Student Learning Commons staff with programs and workshops.
- Assist with marketing and promotional activities for the Student Learning Commons and/or Peer Programs.

Relating to your personal development, Peer Educators will:

- Participate in a self-led learning plan to improve personal development goals
- Meet three times per semester with your Peer Coach (a returning peer who will support your goal) as a means of working toward your chosen personal development goal.
- Complete 2 online reflections per term relating to your goal setting.
Peer Education consists of seven program areas and over 120 student peer educators per term. All Peer Educators gain skills and knowledge through centralized training, and area specific training. Training is delivered in a blended format, with some components online and other components delivered in person.

There is the option of volunteering at the Student Learning Commons in both the Learning and Writing and EAL Peer Programs, if students qualify for both through their separate application processes. The expected time commitment would be 7 hours per week plus training, and any time conflicts between the two programs would be worked out by the two Divisional Supervisors.

**Time Commitment**

This role requires approximately 60 to 72 hours for two terms. While the fall term is required, peers can complete their second term in the subsequent Spring or Summer terms if this works better for their schedule. Additional terms beyond the required two term commitment are available and encouraged. Learning and Writing Peer Educators volunteer 5 hours per week, which are set at the same times each week in consultation with the Peer. The hours are distributed as follows:

- A 1-hour weekly meeting as described below
- 4 other weekly hours during which you meet with students for consultations.

**Mandatory Training and Professional Development**

- 6 hours of online preparation for Core Training (content that all Peer Educators cover)
- 3 hours of Core Peer Program Training (all programs):
  - **Tuesday September 5th, 2017; 5:30pm – 8:30pm at Burnaby Campus**
- Specific Training for Learning and Writing Peers:
  - **Friday September 8, 4:30-8:30pm and Saturday September 9, 10:00am – 4:30pm**
- “On the job” training for approximately the first three weeks of volunteering. This training involves observing other consultations, so your weekly hours may vary slightly during this three-week period.
- 6 hours of additional training at Peer Education Professional Development day
  - **Saturday, January 20th, 2018, approx. times 9:30am – 3:30pm (Campus TBA)**

**Required Meetings**

- Weekly meetings on Tuesday evenings, 6-7 PM during Fall and Spring terms, usually at the Burnaby Campus.
  - Meetings start on Tuesday September 12, 2017
- Three 30-minute meetings with your Peer Coach, at mutually convenient times.
- One 30-minute end-of-term debrief with your Divisional Supervisor each term.
Benefits

Benefits of being a Learning and Writing Peer Educator:

- Develop career-related skills in preparation for employment or further education. These include skills in one-to-one client service, teaching, leadership, communication, self-management, and teamwork.
- Be part of a community of like-minded students and academic support professionals.
- Gain access to a social/study space available to members of that community.
- Enhance personal growth, awareness of personal learning and writing strategies.
- Gain recognized tutoring credentials
  - Through the College Reading and Learning Association, if you complete 25 (Level 1) or 50 (Level 2) consultation hours.
  - For more information: International Tutor Training Program Certification
- Receive feedback on your performance, and letters of reference upon request and satisfactory performance.
- If you wish, practice your public speaking skills.
- Give back to the SFU Community!

Benefits of being a part of the Peer Education Program

- Receive coaching from your Peer Coach to support your personal and professional development.
- Opportunity to attend free professional development workshops such as the Passport to Leadership suite of programs
- Recognition of your involvement on the Co-curricular Record and at the SFU Volunteer Appreciation Gala.
OPPORTUNITY REQUIREMENTS

What we are looking for in our future Peers:

- A strong interest in writing and helping others develop their academic potential.
- A high level of commitment and reliability.
- A CGPA of at least 3.0.
- A second language is an asset
- Well-developed academic writing and interpersonal communication skills.
- Sufficient post-secondary experience to enable you to provide meaningful assistance to others in their university studies.
- At least 2 terms remaining in your studies at SFU (as of Fall, 2017) and available to volunteer.
- 5 hours per week available, including Tuesday nights from 6-7 PM at the Burnaby Campus.
- Availability to attend all training and professional development sessions specified above.

ADDITIONAL APPLICATION INFORMATION

Please note that you need to submit the following three items with your application:

- A Cover Letter
- Your Resume
- A completed copy of the Application Questions (click on the Attachment, at the bottom of the Opportunity Posting ["Application Information Download"], to download these questions)

You can upload these documents and create your Application Package in your myDocuments area.

Please submit a cover letter and a resume to apply for the Learning and Writing Peer position. Your cover letter should describe why you want this position, as well as any relevant skills or experience you would bring to it.

If you have questions about the program, please contact

Ruth Silverman [Learning and Writing Divisional Supervisor – Burnaby]: rsilverm@sfu.ca

Amanda Goldrick – Jones [Learning and Writing Divisional Supervisor – Burnaby] agoldric@sfu.ca

Cynthia Wright [Learning and Writing Divisional Supervisor – Surrey]: cawright@sfu.ca

If you have questions about using myInvolvement, please contact the Student Engagement Administrative team at myinvol-admin@sfu.ca.