FASS FLC Peer Leader Job Description
Fall 2016

General Description
The Faculty of Arts and Social Science at Surrey has an established program for first-year students that focus on assisting new students to transition from high school to university. The First-Year Learning Community (FLC, pronounced “flick”) Program provides current students the opportunity to volunteer their time to share their university experience with new students, and offers new students opportunities to connect with peers and resources.

Qualifications:
- Outgoing and enthusiastic
- Strong leadership qualities, and a commitment to first year programming
- Ability to plan and organize events, working independently and as part of a team
- Sensitive to diverse student needs
- Reliable, responsible and professional
- Available for one of the weekly FLC sessions from 12:30-1:20pm at the Surrey campus
- Available for monthly leaders’ meeting at the Surrey campus
- Have experience as a Welcome Day Leader, Team Leader and/or Student Ambassador
- Ideally a former FASS Surrey student with experience in Explorations or FLCs, but not required
- In good academic standing with a minimum CGPA of 2.5

Time Commitment:
- Participate in mandatory online and in-person training (June/July) 4-6 hours
- Participate in monthly leaders’ meetings  1 hr/month (Sept, Oct, Nov) 3 hours
- Run FLC activities (1 hr each week) 12 hours
- Perform 20-minute “check-in” meeting with FLC students 4 hours
- Participate in extra activities, i.e. Info Eve, Welcome Day variable

Responsibilities:
- Provide assistance and support (online, phone, face-to-face) with prospective and new FASS students
- Plan, organize, and run both academic and extra-curricular activities for FLC sessions for Fall 2016
- Serve as a mentor and resource for a group of 15-25 first-year students
- Keep updated attendance record of FLC students in the session
- Respond to all correspondence from the Coordinator within 48 hours
- Communicate to the Coordinator on all late arrival to or absence from the session

Benefits:
- Strengthen your leadership and communication skills while gaining valuable work experience
- Contribute to the well-being of new FASS students by your sharing knowledge, experience, skills and time
- Gain valuable volunteer reference, Co-Curricular Record (CCR) recognition, and comradery with other leaders
- Be invited to the Student Volunteer Gala upon successful completion of the term

Application:
- Cover letter to state your interest and qualifications, current resume, and advising transcript
- Deadline is Friday, April 15, 2016 by 11:59 PM
- Submit to sryfass@sfu.ca with subject line: 2016 FLC Peer Leader Application