Career Peer Educator Volunteer Description

OPPORTUNITY DESCRIPTION

Career 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 Career Peer has two components: the first is your role in Career Services, and the second component relates to your personal development.

This position starts in the Fall 2017 term.

Position Overview:

Duties & Responsibilities

- Provide one-to-one assistance to students and recent graduates on resume, cover letter, interviewing tips, and jobs on campus,
- Assist with workshops related to career planning and work search, with a focus on supporting peer feedback components
- Participate in online environments by facilitating discussions and writing articles or blog postings options
- Participate in weekly group discussions
- Participate in semester reviews
- Participate in a self-led learning plan to improve personal development goals
- Propose, plan and implement outreach
- Create and facilitate a 45 minute Presentation individually or with a partner
- Pass flight test by the end of October for each of the 4 or 5 topic areas
- Other duties as assigned

Fall semester

- Attend Tuesday evening, weekly meetings, from 6:00pm to 8:00pm
- Participate in Triads - mock-educating lead by professional staff &/or Senior Career Peers
- Flight Tests on topic knowledge & Educating skills
- Develop personal & professional development goals through monthly meetings with your coach (see peer program)
- Sign up/facilitate a 15 minute career related presentation to your group (One per year – can be completed in the Spring semester)
- One-on-one advising sessions, educating students on career related topics
- Performance Review
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Spring semester

- Attend Tuesday evening, weekly meetings, from 6:00pm to 8:00pm
- Professional Development Day on one Saturday in January
- Arrange consistent weekly Educating Schedule
- One-on-one advising sessions, educating students on career related topics
- Develop goals through monthly meetings with your coach
- Sign up/facilitate a 15 minute career related presentation to your group (One per year – can be completed in the Fall semester)
- Performance Review

Additional Opportunities (Optional)

- Attend and support Career Services events (registration, advising, representing Career Services, networking support for students, planning, etc...)
- Approach a Career Services staff to become your professional mentor for 1 or 2 semesters
- Shadow workshops in Career Services
- Write Blog Article(s)
- Support Career Services Workshops (co-facilitating, facilitating, planning)

Personal Development

- 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 eight 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.
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Time Commitment

This role requires approximately 60 to 72 hours per term starting in the Fall term. The second term could be a Fall, Spring or Summer term. Students are encouraged to continue volunteering for longer than 2 terms if desired.

Mandatory Training

- Online training in Canvas, starting in late July or early August (Approximately 20 hours)
- 3 hours of Core Peer Program Training (all programs):
  - Tuesday September 5th, 2017; 5:30pm – 8:30pm at Burnaby Campus
- Five 2 hour practice training in groups of 4 (based on groups availability
  - Based on availability which is submitted in August
- 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

- Mandatory Tuesday evening weekly meetings from September 12th to April from 6:00pm to 9:00pm
- End of semester reviews with your Divisional Supervisor
- Three 30 minute meetings with your Peer Coach, at mutually convenient times.

Benefits

Benefits of being a Career Peer Educator:

Personal Development

- Create friendships with like-minded peers and gain career-related skills
- Enhance communication, leadership, helping skills, and personal growth
- Develop educating skills and meaningful collaborations, as well as your professional writing skills
- Letters of reference upon request [minimum one full semester & first review must be completed]

Professional Development

- Build valuable relationships with SFU students from other faculties & other peer programs
- Extensive training program with an emphasis on skill development
- Practical experience delivering one-to-one and group career related material in both face to face and online environments
- Opportunity to develop a mentorship with one of the professional staff
- Opportunity to participate in Peer Educator events, projects and groups
- Exposure to committee experience, such as taking meeting minutes
- Opportunity to network with employers through various events
- Plan an event/campaign from idea to completed project with a team of your peers
  - Budgeting
- Optional recruitment experience
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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

- Passion and interest in helping and educating others
- Willingness to work within a diverse team and to serve students with various backgrounds
- Well-developed verbal, written, and listening skills
- Willingness to support and/or conduct workshops/presentations
- Willingness to engage in online communication such as blog writing
- Interest in constant learning
- Knowledge of SFU’s Community
- Ability to take initiative
- Desire to grow professionally & personally
- Comfortable in a professional environment

ADDITIONAL APPLICATION INFORMATION

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

- 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.

If you have questions about the program, please contact Jo-Anne Nadort jo-anne_nadort@sfu.ca

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