Career Peer Volunteer Description

OPPORTUNITY DESCRIPTION

Online Canvas Training: May 8th to August 22nd
Fall Start Date: September 8th, End Date: December 1st for completion of the first semester

Description & Responsibilities

Career Peers support students and recent alumni with their work search by providing practical advice for building resumes, writing cover letters, and using tools like LinkedIn for building professional online presence. Support is offered through one on one consultations, outreach, workshops and more. This is an excellent opportunity for those interested in developing their career related knowledge, educating techniques, public speaking and planning skills in a variety of settings. All Career Peers become members of our Career & Volunteer Services team forming long-term professional relationships.

As a Career Peer, you can expect to:

- Participate in canvas and classroom training on Resume, Cover Letter, building an on-line presence as well as leading educational sessions, facilitating workshops and conducting outreach activities
- Provide one-to-one assistance to students and recent graduates on resume, cover letter, and building professional online presence through LinkedIn
- Assist with workshops related to resume, cover letter, and building professional online presence through LinkedIn
- Propose, plan and implement outreach to inform the SFU community of Career & Volunteer services
- Participate in weekly group discussions
- Facilitate a 1 hour Presentation individually or with a partner during in class training
- Pass practical tests related to resumes, cover letters and LinkedIn/online presence
- Participate in 1 review per semester
- Participate in online environments by facilitating online discussions within canvas or writing blog articles
- Participate in a self-led learning plan to improve personal development goals
- Other duties as assigned

1st Semester
- On-line training in a Canvas course approximately 2 hours per-week

1st Semester

- Attend Tuesday evening, weekly meetings, from 3:30pm to 5:30pm
- Participate in Triads - mock-educating lead by professional staff &/or Senior Career Peers
- Practical Tests on topic knowledge & educating skills
- Develop personal & professional development goals through monthly meetings with your coach (see peer program)
- Facilitate a presentation related to one of the educating topics to your group (One per year – can be completed in the second semester)
Career Peer Volunteer Description

- One-on-one advising sessions, educating students on career related topics
- Performance Review

2nd Semester

- Attend Tuesday evening, weekly meetings, from 3:30pm to 5:00pm
- Arrange consistent weekly Educating Schedule
- Conduct educating sessions on topics on which a successful practical test has been completed
- Sign up to facilitate a presentation related to one of the educating topics to your group (One per year)
- Performance Review
- Professional Development offered every semester by the SFU community time(s) TBD
- Develop goals through monthly meetings with your coach

Additional Opportunities (Optional)

- Attend and support Career & Volunteer Services events (registration, advising, representing Career Services, networking support for students, planning, etc...)
- Approach a Career & Volunteer Services staff to become your professional mentor for 1 or 2 semesters
- Attend and support Career & Volunteer Services workshops by shadowing, co-facilitating or facilitating
- Write Blog Article(s)
- Create social media copy, curriculum, print materials
- Supporting the recruitment of future Career Peers

Time Commitment

This role requires approximately 50 to 60 hours per term, including the first term of training on-line. The third term is likely the Spring 2021 term (although this could be changed if an individual were to request a different semester). Students are encouraged to continue volunteering for longer than 2 terms if desired.

Mandatory Training

- 6 hours of online preparation for Core Training (content that all Peer Educators cover)
  - Available one month before the start of the semester and must be completed before Core Training
- 3 hours of Core Training [all programs]:
  - Fall start Tuesday September 3rd, 2019  5:30pm – 8:30pm at Burnaby Campus
- Five 2 hour practice training in groups of 4 [based on groups availability]
  - Start & meeting time Based on availability which is submitted one month before the start of the semester
- 4 hours of additional training at Peer Education Professional Development Day, once per term
  - Fall term: TBD

Required Career Specific Meetings
Career Peer Volunteer Description

- Mandatory Tuesday evening weekly meetings from September 8th to April 2021 if staying for two consecutive semesters from 3:30pm to 5:30pm, this will be used for in-class training
- End of semester reviews with your Divisional Supervisor
- Three 30 minute meetings with your Peer Coach, at mutually convenient times.

Benefits of being a Career Peer Educator:

Personal Development
- Create friendships with like-minded peers and participate in meaningful collaborations with peers
- Gain career-related skills
- Enhance communication, leadership, and helping skills
- Letters of reference upon request [minimum one full semester of advising & review must be completed]

Professional Development
- Extensive training and practical experience delivering career related material
- Opportunity to develop your professional writing skills, listening skills and public speaking skills
- Develop skills in planning outreachs from idea to completed project with a team of your peers
- Exposure to committee experience, such as taking meeting minutes, and chairing meetings
- Opportunity to develop an informal mentor relationship with one of the professional staff
- Opportunity to learn about employer relationships
- Build relationships with SFU students

OPPORTUNITY REQUIREMENTS

What we are looking for in our future Peers
- Interest in helping and educating others
- Willingness to work with and serve a diverse array of students
- Well-developed verbal, written, and listening skills
- Willingness to support workshops, outreachs and engage in open communication about Career & Volunteer services
- Interest in continuous learning and an ability to take initiative
- 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]

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

C:\Users\smmadria\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\Career Peer Description Fall 2020 (1).docx
1/14/2020
Career Peer Volunteer Description

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