Career Peer Volunteer Description

OPPORTUNITY DESCRIPTION

Online Canvas Training: May 8th to August 22nd, 2020
Fall Start Date: September 8th, 2020; End Date: December 1st, 2020 for completion of the 2nd semester of active duties

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 such as 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-on-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 a self-led learning plan to improve personal development goals
• Participate in 1 end of semester reviews with your Supervisor
• Other duties as assigned

1st Semester (Training)

• On-line Career Peer specific training in a Canvas course approximately 4 hours per-week
• On-line Peer Program core training in a Canvas course approximately 6 hours in total

2nd Semester (Active duties)

• In person Peer Program core training (all Peer programs):
  Thursday September 10th, 2020 5:30pm – 8:30pm at Burnaby Campus
• Attend Tuesday evening, weekly meetings, from 3:30pm to 5:30pm
• Practice educating in groups of 3 or 4 Career Peers observed by professional staff &/or Senior Career Peers
• Practical Tests on topic knowledge & educating skills

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- Facilitate a presentation related to one of the educating topics to your group (One per year – can be completed in the second semester)
- One-on-one advising sessions, educating students on career related topics
- Develop goals through monthly meetings with your Peer Coach
- Performance Review with your Supervisor

3rd Semester (Active duties)
- Declare semester in advance
- 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)
- Professional Development offered every semester by the SFU community time(s) TBD
- Develop goals through monthly meetings with your coach
- Performance Review with your Supervisor

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 semester, including the first semester of on-line training. Students are encouraged to continue volunteering for longer than 3 semesters if desired.

Benefits of being a Career Peer Educator:

Personal Development
- Create friendships with like-minded peers
- Practice the art of conversation
- Feel great about helping others
- Be recognized as an SFU student leader
- Improve your own Resume and LinkedIn profile
- Gain a stronger understanding at a variety of cultures

Professional Development

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- Conduct one-on-one educational consultations
- Facilitate career-related workshops
- Lead meetings including chairing, and taking minutes
- Learn about employer relationships
- Collaborate on projects with a team of your peers
- Plan outreaches from idea to completed project
- Take initiative on projects of personal interest
- Improve oral communications
- Earn a professional reference

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, outreaches 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

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