PEER IDEA ACTIVATOR - JOB DESCRIPTION

POSITION TITLE: PEER IDEA ACTIVATOR
DEPARTMENT: STUDENT ENGAGEMENT & RETENTION
UNIT: STUDENT SUCCESS & STRATEGIC SUPPORT
REPORTS TO: STUDENT DEVELOPMENT EDUCATOR (STUDENT ENGAGEMENT AND RETENTION)
TIME COMMITMENT: 7-15 HOURS PER WEEK (ON AVERAGE) FOR FALL 2019 AND SPRING 2020
RENUMERATION: $16/HOUR (TRAINING WAGE: $13/HOUR)

PROGRAM OVERVIEW
The Student Experience Initiative (SEI) aims to enhance the experience of students by developing high-impact opportunities for engagement with the Simon Fraser University (SFU) community. Our mission is to create lasting platforms that help build relationships and connections across the SFU community for students, faculty and staff. In doing so, we hope to shift the SFU culture to become increasingly more student-focused and holistically supportive. Ultimately, we envision an accessible, healthy learning environment where students feel a sense of belonging.

Student participation and involvement is at the core of the SEI. We believe that student ideas will strengthen the quality and effectiveness of our solutions. Grounded in these core values, the Student Engagement and Retention (SER) unit is recruiting an enthusiastic and passionate group of students who will design and lead student advisory initiatives throughout the 2019-2020 Academic Year (Fall 2019/Spring 2020).

POSITION SUMMARY
Peer Idea Activators (PIAs), with the guidance and support of the Student Engagement & Retention (SER) unit, will provide support to the Student Experience Initiative (SEI) by guiding fellow students through systems mapping and idea generation events around the SEI related themes described here: https://www.sfu.ca/vpacademic/SEI.html. The Peer Idea Activators will engage students both in short-term opportunities and longer-term design-thinking initiatives. Peer Idea Activators will be involved at all stages of the project from researching and planning the events to sharing back results to the SFU community. The PIA positions are open to both current undergraduate and graduate students at SFU.

DUTIES AND RESPONSIBILITIES

- Meet regularly as a team with the Student Development Educators to plan and implement a series of short-term and longer-term opportunities designed to engage students to generate ideas and possible solutions to SEI related themes
- Plan and co-facilitate peer systems mapping and idea generation events (e.g. design jams) at all three campuses: Burnaby, Vancouver, Surrey
- Organize outreach activities in open and accessible spaces on campus in collaboration with groups on campus
- Engage students to get involved with both short-term and longer-term input and idea generation opportunities, both online and face-to-face
- Collaborate as a team to identify themes and ideas for longer-term project based on input from fellow students
- Attend related SER events and other campus events/initiatives to promote student participation in the project
- Gather, compile and theme ideas, comments and recommendations from students using NVivo 12 software
- Share solutions and recommendations with Student Engagement and Retention (SER) and the SEI Working Groups
- Report back to students on actions taken on their ideas and opportunities for ongoing engagement
- Research and implement best practices for community engagement and systems mapping frameworks
- Provide mentorship and support to student volunteers engaged with the project

Updated: March 2019
QUALIFICATIONS

- A demonstrated enthusiasm for SFU and enhancing the student experience
- A genuine interest in and ability to connect and collaborate with peers in a personal, engaging manner
- An interest in developing human-centered design thinking, systems mapping, leadership and community engagement skills
- Willing to experiment, take risks, learn from mistakes and embrace curiosity
- Committed to upholding the principles of diversity, inclusion and equity in engaging with peers from diverse backgrounds, perspectives, and experiences
- Reflective, flexible, and able to work through change
- Strong verbal and written communication skills
- On-campus experience with systems mapping and design-thinking via ChangeLab courses or City Studio at SFU or at another post-secondary institution is an asset
- Background in student leadership and/or working with volunteers is an asset
- Experience in gathering, analyzing and interpreting qualitative data is an asset
- Experience in designing visualizations and reports is an asset
- Demonstrated commitment to punctuality and personal responsibility, and an ability to effectively balance work shifts with other responsibilities

LOCATION AND HOURS OF WORK

- Peer Idea Activators will work a maximum of 15 hours/week; we aim to provide between 7-15 hours of work each week on average, with hours fluctuating depending on events and other project work
- Evening and weekend hours may be scheduled based on event needs
- Some remote, independent and pair work may be required
- Regular team meetings will be scheduled based on mutually convenient times (e.g. bi-weekly)
- Work hours are flexible and subject to change
- Peer Idea Activators will perform work at all three campuses, but will be based at the Burnaby Campus
- Meetings and team based work will occur in the Thelma Finlayson Centre for Student Engagement
- Events may be held at different locations across the three campuses as determined by the group

TRAINING COMMITMENT

- Peer Idea Activators must attend a mandatory Orientation on Saturday May 11 from 10:00AM – 4:00PM at the Burnaby Campus.
- Additional training and team planning sessions will occur in June and August 2019, dates TBD.

APPLICATION INSTRUCTIONS

If you are looking for a dynamic and innovative leadership opportunity and possess the qualifications above, we are enthusiastic about receiving your application. We are committed to a diverse workplace to represent the student population and better meet the needs of students, so SFU students of diverse backgrounds, abilities and experiences are encouraged to apply.

A detailed resume and cover letter must be uploaded to myInvolvement.sfu.ca by **11:59PM on Monday April 15, 2019.**

QUESTIONS?

Contact Precious Ile, Student Development Educator (pile@sfu.ca)