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.

As a Career Peer, you can expect to:

- 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
- Create and facilitate a 45 minute Presentation individually or with a partner
- 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

**Fall Semester (or second semester of your choice)**

- Attend Tuesday evening, weekly meetings, from 6:00pm to 8:00pm
- 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 Day on one Saturday 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 starting in the Summer or Fall term. The second term could be the Fall 2019 or Spring 2020 term. Students are encouraged to continue volunteering for longer than 2 terms if desired.
Mandatory Training (dates for both Summer Start and Fall start included)

- 6 hours of online preparation for Core Training (content that all Peer Educators cover)
  - Fall Start: Available in August and must be completed before Core Training
- 3 hours of Core Training (all programs):
  - Fall Start: September 4, 2019 - 5:30pm – 8:30pm at Burnaby Campus
- Five 2 hour practice training in groups of 4 (based on groups availability)
  - For Fall start Based on availability which is submitted in August
- 4 hours of additional training at Peer Education Professional Development Day
  - TBD

Required Meetings

- Fall Start Mandatory Tuesday evening weekly meetings from September 10th to August 6th 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 of being a Career Peer Educator:

Personal Development
- Create friendships with like-minded peers and gain career-related skills
- Enhance communication, leadership, and helping skills
- Participate in meaningful collaborations with peers
- Letters of reference upon request (minimum one full semester & first 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 outreaches 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, 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