Faculty of Arts and Social Sciences Peer Educator Volunteer Description

Description & Responsibilities

As a FASS Peer Educator, your role will focus on developing community and doing outreach to increase student engagement in the Faculty of Arts and Social Sciences and the greater SFU community. FASS Peer Educators will create and implement on campus outreach events and initiatives to create a sense of community for new students, provide opportunities for personal development, and increase awareness of involvement opportunities.

This program is a part of Peer Education, a collaboration with Student Engagement & Retention at SFU. Embedded within your role will be a focus on your personal development, including goal-setting and connecting with an experienced Peer Educator, your Peer Coach. You will also receive support, leadership, and guidance from professional staff at SFU, such as the FASS Student Engagement Coordinator (SEC).

As a FASS Peer Educator, you will...

**Outreach**
- Develop and execute outreach initiatives to promote a culture of involvement and engagement in FASS
- Attend some SFU events, FASS Connections events, and FAMs program events with FAM participants
- Be an active and enthusiastic ambassador for FASS
- Partner with other Peer Educator programming and FASS Departmental Student Unions to help increase outreach efforts and uptake in volunteer, career and student leadership opportunities

**Communication**
- Be in regular contact with your SEC regarding the status of your FASS Fam
- Respond to all correspondence from the SECs, the FASS Engagement Program Assistant (EPA) or your FAM students within 48 hours
- Attend regular FASS FAM Leader meetings to prepare for your sessions and outreach efforts

**Time Commitment**

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. This role requires approximately 60 to 72 hours per term for the Fall & Spring terms; optional Summer term or additional terms.

This time commitment works out generally to a maximum of 6 hours per week. FASS Peer Educators hours are distributed as follows, with some flexibility:

- 2 hour bi-weekly FASS Peer Educator meeting
- 2 hours per week for session (inclusive of session preparation)
- 2 hours per week for outreach

**Mandatory Training**

- 4-6 hours of online preparation for Core Training (content that all Peer Educators cover)
  - Available in August and must be completed before Core Training
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• 3 hours of Core Training (all programs):
  o **Wednesday September 4, 2019** 5:30pm – 8:30pm at Burnaby Campus
• Orientation to FASS Peer Educator Program
  o Up to 6 hours of additional training on group facilitation, outreach strategies, and FASS FAM content
  o September 2019; Exact date to be determined
• 4 hours of additional training at Peer Education Professional Development Day, once per term (date to be determined)

**Required Meetings**

• Bi-weekly meetings, exact dates and times to be determined.
• Three 30 minute meetings (per term) with your Peer Coach, at mutually convenient times.

**Benefits**

As a FASS Peer Educator You Will:

• Strengthen your leadership skills as you offer support to new students and act as a role model, providing support, assistance and information to fellow students
• Plan an event for new students from idea stages to completed project with a team of your peers
• Receive performance feedback from program supervisor to support your personal and professional growth
• Gain a valuable volunteer reference, Co-Curricular Record (CCR) recognition and an invite to the Student Volunteer Event (Tribute)
• Attend special Faculty and program events and professional development workshops
• Develop career-related skills in preparation for employment or further education, such as public speaking skills
• Contribute to the FASS and SFU community by providing support, assistance, and information to other students

**Opportunity Requirements**

• Be a FASS student (major or minor) in the process of completing 45 units towards your degree
• Be in good academic standing (CGPA above 2.5)
• Demonstrate reliability, accountability, teamwork, enthusiasm, professionalism and well-developed interpersonal communication skills
• Sufficient experiences within FASS to enable you to provide meaningful assistance and guidance to others
• Student leadership, peer education, mentorship or volunteer experience inside and outside SFU considered an asset
• At least 2 terms remaining in your studies at SFU (as of Fall term) and available to volunteer.
• Availability to attend all training and professional development sessions specified above.