FASS PEER EDUCATOR

VOLUNTEER DESCRIPTION

POSITION TITLE: FACULTY OF ARTS AND SOCIAL SCIENCES PEER EDUCATOR
DEPARTMENT: FACULTY OF ARTS AND SOCIAL SCIENCES
REPORTS TO: BRIAN FOX
START DATE: JANUARY 2019
APPLICATION DUE: NOVEMBER 19, 2018

POSITION OVERVIEW

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. FASS Peer Educators will facilitate FASS FAM sessions and campus outreach 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...

**Support FAM Participants**
- Co-facilitate weekly FASS Fam meetings with another FAM leader for the first 6 weeks of the semester
- Refer FAM participants to campus resources that can aid their integration into the SFU community
- Invite professionals in the SFU Community, such as Student Advisors, Coop and Career Services, to participate in your FAM sessions

**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

**BENEFITS**

Updated: September 2018
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
- 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 and group facilitation skills
- Contribute to the FASS and SFU community by providing support, assistance, and information to other students
- Access to ongoing training and professional development opportunities
- Connection to a community of Peer Educators (10 + programs from across all SFU campuses)

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

ONLINE:

- Prior to the in-person training session, all Peer Educators are required to review and complete
  - Core Training modules in the Canvas training course (approximately 6 hours) - Available in December

IN-PERSON:

- Core Training (All Peer Education Programs) –
  - January 8, 2019: 5:30pm – 8:30pm at Burnaby Campus (3 hours)
- Orientation to FASS Peer Educator Program
  - Up to 6 hours of additional training on group facilitation, outreach strategies, and FASS FAM content
  - January 2019; Exact date to be determined

PEER EDUCATION PROFESSIONAL DEVELOPMENT WORKSHOPS:
• **Spring term:** Saturday February 2, 2019  10:00am – 3:00pm at Surrey Campus (4 hours)

**REQUIRED MEETINGS**

**GROUP MEETINGS:**

• Bi-weekly meetings, exact dates and times to be determined

**PEER COACH MEETINGS:**

• 3 x 30 minute meetings (per term) with your Peer Coach, at mutually convenient times.

**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 Spring term) and available to volunteer.
• Availability to attend all training and professional development sessions specified above.

**APPLICATION INSTRUCTIONS**

Please note that you need to submit the following three items with your application.

• Cover Letter
• Resume
• Completed Application Questions (click on the Attachment, at the bottom of the Opportunity Posting ("Application Information Download"), to download these questions)

You can upload these documents and create your Application Package in your myDocuments area in myInvolvement, by November 19, 2018 @ 4:30 pm PST.

**QUESTIONS?**

If you have questions about the program, please contact Brian Fox, Student Engagement Coordinator, Faculty of Arts and Social Sciences at fasscse@sfu.ca

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