WRITING & LEARNING PEER EDUCATOR
VOLUNTEER DESCRIPTION

POSITION TITLE: WRITING & LEARNING PEER EDUCATOR
DEPARTMENT: STUDENT LEARNING COMMONS
REPORTS TO: RUTH SILVERMAN, JULIA LANE, CYNTHIA WRIGHT
START DATE: SEPTEMBER 2020
APPLICATION DUE: July 15, 2020

POSITION OVERVIEW
Writing and Learning (W&L) Peer Educators help fellow SFU students improve their writing, studying, note-taking, and time management strategies, primarily through one-on-one peer advising sessions. This opportunity starts in the Fall term and during that semester, SLC advising sessions will be held entirely virtually, using the SLC’s consultation platform (WCOnline). The SLC will continue to offer virtual-only consultations until such a time as we are directed by the university to return to on-campus service, in keeping with public health directives.

Being a W&L Peer is a great opportunity to learn more about how language works. You don’t need to be a grammar expert; we’ll give you the skills to help others with their writing!

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, professional, and academic development.

As a Writing and Learning Peer Educator, you will be involved in the following:

Essential Activities

- Provide virtual one-to-one assistance to students for a variety of academic writing and/or learning issues. In person one-to-one sessions may also be possible, when we are directed that it is safe to return to campus.
- Provide on-the-job training to Peers who begin the program after you, if applicable.

Possible Optional Activities

- Participate on panels to share academic success strategies with groups of students. Virtual options may be available.
- Facilitate professional development seminars for other Writing and Learning Peers during regular Peer meetings.
- Research and develop resources with the guidance of Student Learning Commons staff members.
- Assist Student Learning Commons staff with programs and workshops, including virtual offerings.
- Assist with marketing and promotional activities for the Student Learning Commons and/or Peer Programs.
- Write for the SLC blog, In Common.

BENEFITS

Benefits of being a Writing and Learning Peer Educator:
- Develop career-related skills in preparation for employment and further education. These include skills in one-to-one client service (including leading virtual consultations), teaching, leadership, communication, self-management, and teamwork.
- Be part of a community of like-minded students and academic support professionals.
• Enhance personal growth and awareness of personal learning and writing strategies.

• Gain recognized tutoring credentials through the College Reading and Learning Association if you complete 25 (Level 1) or 50 (Level 2) consultation hours. For more information: International Tutor Training Program Certification.

• Receive feedback on your performance, and letters of reference upon request and satisfactory performance.

• Connect to a wider community of Peer Educators (many programs from across all SFU campuses)

• Access ongoing training and professional development opportunities

• Gain Recognition on the your Co-Curricular Record (CCR)

• Participate in SFU’s Volunteer Appreciation celebrations

TIME COMMITMENT
Peer Educators commit to volunteering for two (2) terms; however, these terms do not need to be consecutive if you are away for co-op or field school, etc. This role requires approximately 60 to 72 hours for each of two terms. Although the Fall term is required, Peers can complete their second term in the subsequent Spring, Summer, or Fall terms if this works better for their schedule. Additional terms beyond the required two term commitment are encouraged and appreciated.

Writing and Learning Peer Educators volunteer 5 hours per week, which are set at the same times each week in order to accommodate the Peer’s schedule. The hours are distributed as follows:

• A 1-hour weekly meeting as described below

• 4 other weekly hours during which you meet, virtually, with students for consultations.

MANDATORY TRAINING
• Before the live, virtual training sessions, all Peer Educators are required to review and complete
  o Core Training modules in the Canvas training course (approximately 6 hours) - Available in August
  o Asynchronous Training videos and webinars provided by the SLC – Available starting in late August/early September, optional viewing parties will be scheduled.

  Synchronous (Live) Virtual Sessions:
  • Core Training (all Peer Education Programs)
    o Thursday Sept 10, 2020 5:30 – 8pm

  • Writing & Learning Specific Training – held on Zoom
    o Friday September 11, 4:30-7:30pm, and
    o Saturday, September 12, 9am-12pm

PEER EDUCATION PROFESSIONAL DEVELOPMENT WORKSHOPS:
TBA

REQUIRED MEETINGS
GROUP MEETINGS:
• Weekly virtual meetings on Tuesday evenings, 6-7 PM (Zoom). The first meeting for Fall 2020 will be September 15.
• In some weeks, you may be provided with asynchronous content to review prior to the meeting. During those weeks, we will meet for a briefer Q&A session instead of the full 1 hour meeting.

END-OF-TERM DEBRIEF:
• One 30-minute end-of-term debrief with your Divisional Supervisor each term, at a mutually convenient time (phone or Zoom).

REQUIREMENTS
What we are looking for in our future Writing & Learning Peers:

• 5 hours per week available, including Tuesday nights from 6-7 PM.
• A strong interest in writing and in helping others develop their academic potential.
• Well-developed academic writing and interpersonal communication skills.
• A high level of commitment and reliability.
• At least 2 terms remaining in your studies at SFU (as of Fall 2020 term) and availability to volunteer.
• Availability to attend all training and professional development sessions specified above.
• A CGPA of at least 3.0 - candidates with slightly lower CGPAs may be considered if they have grades above 3.0 in their most recent courses and writing-related courses.
• Sufficient post-secondary experience to enable you to provide meaningful assistance to others in their university studies.
• Multilingualism is an asset
• Comfort with virtual meetings is an asset, but not required as training will be provided

QUESTIONS?
If you have questions about the program, please contact Ruth Silverman (Writing and Learning Peer Co-Divisional Supervisor) at rsilverm@sfu.ca
If you have questions about using myInvolvement, please contact the Student Engagement Administrative team at myinvol-admin@sfu.ca