Learning & Writing Peer Educator Volunteer Description

OPPORTUNITY DESCRIPTION

Description & Responsibilities

Learning and Writing Peer Educators help fellow SFU students improve their writing, study, note-taking and time management strategies, primarily through one-on-one peer advising sessions. Being an L&W Peer is a great opportunity to learn more about how language works. We’ll give you the skills to help others with their writing! You don’t need to be a grammar expert!

This opportunity starts in the Fall term. Learning and Writing Peer Educators may be based at the Burnaby or Surrey Campuses, or both.

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.

As a Learning and Writing Peer Educator, you will:

**Essential Activities**

- Provide one-to-one assistance to students for a variety of academic writing and/or learning issues.
- Provide on-the-job training to Peers who begin the program after you, if applicable.

**Optional Activities**

- Participate on panels to share academic success strategies with groups of students.
- Facilitate professional development seminars for other Learning and Writing Peers at the Tuesday night meetings.
- Research and develop resources with the guidance of Student Learning Commons staff members.
- Assist Student Learning Commons staff with programs and workshops.
- Assist with marketing and promotional activities for the Student Learning Commons and/or Peer Programs.

**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 two terms. While 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 available and encouraged.
Learning and Writing Peer Educators volunteer 5 hours per week, which are set at the same times each week in consultation with the Peer. The hours are distributed as follows:

- A 1-hour weekly meeting as described below
- 4 other weekly hours during which you meet with students for consultations.

**Mandatory Training and Professional Development**

- 6 hours of online preparation for Core Training (content that all Peer Educators cover)
  - Available in July and must be completed before Core Training
- 3 hours of Core Training (all programs):
  - Tuesday September 4, 2018 5:30pm – 8:30pm at Burnaby Campus
- 3 hours of Student Learning Commons orientation (jointly with English as an Additional Language Peers)
  - Friday September 7, 2018, 4:30pm-7:30pm at Burnaby Campus
- 6 hours of Learning and Writing specific training
  - Saturday September 8, 2018, 10:00am-4:00pm at Burnaby Campus
- 4 hours of additional training at Peer Education Professional Development Day, once per term
  - Fall term: Saturday October 13, 2018 10:00am – 3:00pm at Burnaby Campus
  - Spring term: Saturday February 2, 2019 10:00am – 3:00pm at Surrey Campus

**Required Meetings**

- Weekly meetings on **Tuesday evenings, 6-7 PM** during Fall and Spring terms, usually at the Burnaby Campus.
  - Meetings start on September 11, 2018
- Three 30-minute meetings with your Peer Coach, at mutually convenient times.
- One 30-minute end-of-term debrief with your Divisional Supervisor each term, at a mutually convenient time.

**Benefits**

**Benefits of being a Learning and Writing Peer Educator:**

- Develop career-related skills in preparation for employment or further education. These include skills in one-to-one client service, teaching, leadership, communication, self-management, and teamwork.
- Be part of a community of like-minded students and academic support professionals and gain access to a communal social/study space.
- Enhance personal growth, awareness of personal learning and writing strategies.
- Gain recognized tutoring credentials
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- 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.

OPPORTUNITY REQUIREMENTS

What we are looking for in our future Peers:

- A strong interest in writing and helping others develop their academic potential.
- A high level of commitment and reliability.
- A CGPA of at least 3.0.
- Well-developed academic writing and interpersonal communication skills.
- Sufficient post-secondary experience to enable you to provide meaningful assistance to others in their university studies.
- A second language is an asset
- At least 2 terms remaining in your studies at SFU (as of Fall term) and available to volunteer.
- 5 hours per week available, including Tuesday nights from 6-7 PM at the Burnaby Campus.
- Availability to attend all training and professional development sessions specified above.

ADDITIONAL APPLICATION INFORMATION

Please note that you need to submit the following five (5) items with your application:

- A Cover Letter
- Your Resume
- A completed copy of the Application Questions (click on the Attachment, at the bottom of the Opportunity Posting (“Application Information Download”), to download these questions)
- An unofficial transcript
- 2 Academic Writing Samples (papers in the English language that you have written for any post-secondary course).

You can upload these documents and create your Application Package in your myDocuments area.

If you have questions about the program, please contact

Ruth Silverman (Learning and Writing Divisional Supervisor – Burnaby): rsilverm@sfu.ca

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