Job Title: Arts and Business LLC Peer Leader
Department: Campus Housing – Residence Learning
Reports To: Coordinator, Residence Learning
Pay rate: Casual Staff (Max. 100 hours during the term)
Effective Date: TBD

Primary Purpose
The Residence Learning team works in collaboration with the Arts and Business (ARBUS) program to facilitate the ARBUS Living-Learning Community. The Living-Learning Community (LLC) aims to achieve three main goals for first-year students living in residence, which are:

- Fostering peer-to-peer connections
- Supporting a smooth academic transition
- Creating a sense of belonging to the faculty and to the University of Waterloo

The Arts and Business LLC Peer Leader is part of an interdependent and collaborative team committed to integrating the student voice and connecting research and evaluation to our practice in order to continuously build on our understanding of our students’ wants and needs and on our knowledge of how living environments contribute to student success. Our curricular approach facilitates the design and delivery of experiences and services so that students achieve priority developmental and educational outcomes.

The Residence Learning team will assist the mentor in their role by ensuring that their training, and ongoing support reflects the changes that providing a virtual living-learning experience requires. Possible in-person and virtual programming may be required.

Key Accountabilities

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<th>Living-Learning Mentor</th>
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<td>Act as a role model and inspire first year students to succeed in the Arts and Business program</td>
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<td>Develop 1-on-1 relationships with first year residents in the Living-Learning Community through email, instant messaging, and video calls</td>
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<td>Mentor Living-Learning students to overcome challenges and develop independence through intentional goal-setting conversations throughout the term</td>
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<td>Connect with Arts and Business advisors and engagement team to share information about the student experience</td>
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<td>Meet with supervisor weekly about programming updates, student interactions, and news around faculty priorities</td>
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<td>Inform first year Arts and Business students about events happening in the Faculty of Arts, Living-Learning, Arts student clubs and societies, and similar Campus Housing initiatives that support student success</td>
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<td>Work with live-in Residence Life staff (Dons) to support the wellness of Living-Learning students</td>
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<td>Refer students to other Housing and campus resources as necessary</td>
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<td>Track student interactions</td>
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Managing your own schedule of approx. 7 hours a week
### Programming and Events Assistance
- Collaborate with the Faculty of Arts, Arts and Business Society, and other campus partners to run events for both the LLC and for the broader first-year ARBUS community, as guided by the ARBUS LLC Framework
- Build a sense of community within the LLC through passive or active programming
  - Assist with Faculty of Arts engagement efforts as needed

### Promotion and Communication
- Compose a weekly e-newsletter and resources for ARBUS LLC students about upcoming events, academic deadlines, and useful resources
- Create posters and other visual marketing materials to connect and inform first year Arts and Business students about Living-Learning events
- Utilize communication platforms such as Facebook live, Microsoft Teams, Skype, WebEx, etc. to support students
- Liaison between Residence Learning, the Faculty of Arts, and Arts student groups

### Required Qualifications

#### Education
- Be a current full-time undergraduate student in the Arts and Business program at the University of Waterloo, in 2A or above

#### Knowledge/Skills/Abilities
- Excellent communication skills
- Proven leadership ability
- Good academic standing, as determined by the Arts and Business program
- Ability to work independently and as a member of a team
- Sound judgment and problem-solving skills
- Sincere desire to help others
- Familiarity with faculty, campus resources, services and academic opportunities

### Additional Information:
- Vulnerable Sector Check required at applicants’ own expense

### Nature and Scope
- **Contacts:** First-year students in the ARBUS Living-Learning Community, first-year ARBUS students outside the Living-Learning Community, Student Development and Residence Experience staff members, ARBUS staff and faculty, ARBUS Student Groups
- **Level of Responsibility:** The ARBUS LLC Peer Leader is responsible for mentoring a group of approximately 30 first-year ARBUS students.
- **Decision-Making Authority:** This position is responsible for conducting individual meetings with students, planning activities for students, and setting their own schedule.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within a moderate to fast-paced service-oriented environment.
- **Working Environment:** Evening and weekend work may be required. On campus work environment will depend on university and public health guidance.
*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Please address any questions to hirehousing@uwaterloo.ca