Job Title: Global Business and Digital Arts LLC Peer Leader
Department: Campus Housing – Residence Learning
Reports To: Coordinator, Residence Learning
Pay rate: Casual Staff (Approx. 10 hours/week)
Effective Date: TBD

Primary Purpose
The Residence Learning team works in collaboration with the Global Business and Digital Arts (GBDA) program to facilitate the GBDA Living-Learning Community. The Living-Learning Community 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 Global Business and Digital Arts 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 peer leaders in their roles by ensuring that their training, and ongoing support reflects any possible changes that providing a living-learning experience requires. Possible in-person and virtual program delivery may be required.

Key Accountabilities

As a Peer Leader you will:

- Act as a role model and inspire first-year students to succeed in their Faculty/academic program
- Develop one-on-one relationships with students participating in the LLC
- Mentor students to overcome challenges regarding academics, online education, transitioning to university, living in Stratford and creating a community within their faculty
- Act as a liaison between first-year students and their Faculty. This includes, but is not limited to:
  - Promoting and planning programming to Living-Learning Community students
  - Promoting GBDA/Stratford specific events and resources to ensure students feel connected to the campus
- Work individually and as a team to support the goals of Residence Learning and the GBDA program
• Manage your own schedule to incorporate approximately 10 hours/week of student connection and administrative responsibilities

As a Peer Leader you will gain:
• Valuable mentorship experience
• Networking opportunities within your faculty
• An understanding of the impact of the first-year experience
• A variety of transferable skills in the areas of problem solving, event planning, communication and teamwork
  An opportunity to contribute to the ongoing growth and development of the GBDA Living-Learning Community

Required Qualifications

Education
• Must be enrolled as a full-time GBDA student, level 2A or above

Knowledge/Skills/Abilities
• Excellent communication skills
• Proven leadership ability
• Good academic standing, as determined by the GBDA 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

Peer Leaders are expected to be registered as full-time University of Waterloo students during the term(s) they hold the position.

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

Nature and Scope
• Contacts: First-year students in the GBDA Living-Learning Community, first-year GBDA students outside the Living-Learning Community, Student Development and Residence Experience staff members, GBDA staff and faculty, GBDA Student Groups, GBDA Living-Learning Community Team Lead
• Level of Responsibility: The GBDA Peer Leader is responsible for mentoring a group of approximately 35 first-year GBDA 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 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