

Job Title:	Peer Leader
Department:	Campus Housing – Student Development & Residence Experience (SDRX)
Reports To:	Coordinator, Residence Learning
Pay rate:	See Remuneration below
Effective Date:	Fall & Winter terms

Primary Purpose

The Residence Learning team works in collaboration with Faculties and Departments to facilitate Living Learning Communities (LLC) in residence. The LLC aims to achieve three main goals for first-year students living in residence, these include:

- 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 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 Peer Leaders in their roles by ensuring that their training, and ongoing support reflects any possible changes that providing a living learning experience requires.

Key Accountabilities

Community Development

- Serve as a positive role model and inspire first-year students to succeed in their academic program.
- Develop one-on-one relationships with students participating in the LLC.
- Work with live-in Residence Life staff (e.g. Dons) to support the wellness of Living Learning students.
- Mentor students to overcome challenges regarding academics, online education, transitioning to university, and creating a community with their peers.
- Act as a liaison between first-year students and their Faculty. This includes, but is not limited to:
 - Promoting and planning programming to LLC students
 - Promoting Faculty and academic program specific events and resources to ensure students feel connected to the campus (e.g. student society or clubs, first-year offices, etc.).
- Work individually and as a team to support the goals of Residence Learning and your associated Faculty/program.

- Manage your own schedule to incorporate approximately 5-10 hours/week of student connection and administrative responsibilities.

Administration

- Attend all mandatory training sessions and meetings, including the SDRX Training Institute, one-on-ones with supervisor, and team meetings.
- Submit required reporting and documentation pertaining to their tasks, including timesheets, event proposals, event summaries, etc.
- Follow finance reimbursement procedures for costs incurred to support programming in residence in a timely manner.
- Be familiar with campus resources, as disseminated in Training and ongoing communication from the Residence Learning Management Team.
- Maintain a high level of confidentiality with respect to residents/work-related matters.
- Follow up in a timely manner to requests/questions from staff and peers.
- Check and respond to email and other messages on a regular basis.

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 Living Learning Community program.

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.

Required Qualifications

Education

- Must be an undergraduate student enrolled and maintain full-time student status (1.5 units), level 2A or above throughout the duration of appointment in a faculty/department that has an associated Living Learning Community in residence. These currently include:
 - Arts & Business (ARBUS)
 - Faculty of Science
 - Global Business & Digital Arts (GBDA)
 - Honours Math
 - Kinesiology
 - Recreation & Leisure Studies
 - School of Public Health Sciences

- Maintain good academic standing in program of study as determined by applicant's faculty.
- Have a valid Vulnerable Sector Check for the duration of appointment (acquired at applicant's own expense).

Knowledge/Skills/Abilities

- Excellent communication skills
- Proven leadership ability
- 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

Remuneration

Remuneration for Peer Leaders is in accordance with [Ontario Minimum Wage](#)*.

* In some cases, remuneration for the Peer Leader role will be above the Ontario Minimum Wage. If this is the case this will be reflected in the Peer Leader employment contract.

Peer Leader Offer Period

Student enrollment in the Living Learning Communities is confirmed by the end of June each year, and as such, Conditional Offers of Employment may be extended to candidates if the recruitment period ends prior to this time. Confirmed offers of employment will be sent to successful candidates before the end of June.

Contract Period

Successful candidates are required to have a valid Vulnerable Sector Check (VSC) for the duration of appointment and submit it to Special Constable Services by the date indicated in Peer Leader Offer. VSCs are to be obtained at the candidate's expense from Waterloo Regional Police (other municipalities accepted as well). **Please note that this check can take up to four weeks to process.** Vulnerable Sector Checks are only valid for up to one calendar year. If a candidate is a returning staff member it is their responsibility to resubmit their VSC before it expires.

Student Staff Training dates will be communicated to successful candidates via their contract. Successful candidates must attend all mandatory training and complete start of term responsibilities.

Requests to be absent from training and start of term responsibilities due to scheduling conflicts (including any co-op work term dates) will be reviewed by the Residence Learning Management Team and may result in an immediate review of the employment offer.

Nature and Scope

Contacts: First-year students in a Living Learning Community, Student Development and Residence Experience staff members, staff, faculty and student groups from associated faculty/department.

Level of Responsibility: Peer Leaders are responsible for mentoring a group of approximately 20-35 first-year students in their assigned Living Learning Community.

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.

Please address any questions to hirehousing@uwaterloo.ca