

Peer Leader Job Description
Faculty of Arts / Conrad Grebel University College
Music Program
Living Learning Community

General Accountability

The Music Living Learning Community (LLC) Peer Leader is responsible for providing leadership to the students, typically 4-8 annually, enrolled in the Music Living Learning Community. The Peer Leader is responsible for developing strong relationships and ensuring that those students participate in and benefit fully from the initiatives of the Living Learning Community. This is an 8-month part-time contract position from September through April that requires non-traditional hours. The LLC Peer Leader reports to the Music LL Coordinator.

Nature and Scope

Living-Learning Communities are small groups of students from the same program who live together in residence. Conrad Grebel University College (Grebel) and the Faculty of Arts have partnered to offer a Living Learning Community (LLC) for first-year Arts students interested in pursuing Music. In this Living-Learning Community, students live in residence at Grebel and are placed in a small group. Similar groups are managed by other disciplines at the University of Waterloo, although the program for Music is somewhat different.

The goals for the Music LLC are:

1. That first-year Faculty of Arts students in the Music LLC will be supported academically by:
 - a. Enhancing in-class learning through academic events such as study-skill sessions.
 - b. Participating in department activities that enhance general knowledge and experience in Music related topics.
2. That all Music students, particularly first-year students who may be interested in Music, have an opportunity to:
 - a. Build relationships and networks that will assist them both academically and personally. (eg. Music Society, social media networking, etc)
 - b. Strengthen mentoring relationships between Music students and Music instructors.

Summary of Responsibilities

- Develop and implement a plan to connect bi-weekly with your group by such activities as:
 - a. Interacting in person with each of your students through room visits, meals together, formal meetings, Community Supper, or other Grebel programs, etc.
 - b. Organizing the LLC and Coordinator to sit together for Community Supper at least 1 time per term, perhaps with a special guest, like a faculty member, a visitor to the College or another upper-year Music student, etc.
 - c. 1-2 group events per semester (workshop, special masterclasses, Noon Hour/off-site Concerts, etc.)
 - d. Maintaining your availability to the students during busy study periods of the term- including exam periods. This could include a study session prior to the mid-term or final exams in Music courses.
 - e. Having a 1-1 meeting with each student at least once during the term (preferably at the beginning) where you will engage in a process that helps each student understand their

academic goals and think about how they might achieve them, and in the second term, to reflect upon their progress.

- Keeping the Music LL Coordinator up-to-date with program developments.
- Carry out a program evaluation, either on an ongoing basis, or once per term. This is determined in consultation with the Music LL Coordinator.
- Be available and participate on campus visit and open house days to promote the Living Learning Community and Music.
- Meet Music LL Coordinator for training at mutually convenient time.
- Be available during orientation week to attend an event for incoming first year students.
- Prepare a year-end report listing activities of the LLC and reflecting on the opportunities and challenges of the year's program.

Qualifications

- An Upper year Music Honours or Joint Honours student with:
 - excellent communication skills
 - proven leadership ability
 - strong academic standing
 - ability to work independently and as a member of a team
 - good judgement
 - sincere desire to help others
 - familiarity with Music, Grebel, and Waterloo campus resources
 - Experience in Grebel residence program (on or as an off-campus associate) preferred

Benefits

Compensation includes:

- A set rate of \$500 per term, for a total of \$1000 over two terms. Any additional costs incurred are cover on approval by the Music LL budget.

Time Requirements

A minimum of 36 hours per term are required to fulfil Peer Leader responsibilities. On average, this is 3-4 hours per week, depending on the activities implemented and planned.

To Apply

To apply for the above position, please submit a cover letter explaining how you would qualify for the job and attach an up-to-date resume. References should be available upon request.

Submit your resume to

Music Live Learn Coordinator:

Stephanie Kramer

stephanie.kramer@uwaterloo.ca

519-885-0220 ext. 24233

Conrad Grebel University College

Room 1201