

<b>POSITION TITLE:</b>	<b>Learning Skills Peer Leader</b>
<b>DEPARTMENT:</b>	<b>Student Experience and Housing</b>
<b>REPORTS TO:</b>	<b>Learning Skills Advisor</b>
<b>EFFECTIVE DATE:</b>	<b>August 31 – December 18, 2026*</b>

## GENERAL ACCOUNTABILITY

Are you an outgoing senior Waterloo student who has experience and interest in supporting students in building their learning skills to be successful in university? This job as a Learning Skills Peer Leader may be the right fit for you!

Renison Student Experience and Housing is recruiting three (3) senior Waterloo student to serve as a Learning Skills Peer Leader. One Learning Skills Peer Leader will be employed from early July to mid-December 2026, and two Learning Skills Peer Leaders will be employed from late August to December 2026. The chosen student staff member will work approximately 3-5 hours per week both in person and virtually.

The Learning Skills Peer Leader will be a part of the Renison Student Experience and Housing Team, which is tasked with building a strong Renison community, enhancing the student experience and fostering student development through targeted programming. Peer Leaders will work in collaboration with other student leaders under the operational guidance of the Learning Skills Advisor.

In addition to supporting all students who live, learn, and thrive at Renison, each Learning Skills Peer Leader has a specific portfolio of focus:

- **Learning Skills Peer Leader – Social Development Studies (SDS) portfolio:** This position will be employed from late August to mid-December 2026. This position is to support all SDS students coming to Renison, with a specific focus on incoming first-year students. This role will provide navigation support for SDS students to access campus supports and resources, facilitate in-person workshops on learning skills topics, and conduct one-on-one meet-ups and check-in meetings to specifically support new and returning SDS students. This role will also conduct study help sessions on specific first-year courses in SDS. This role is ideal for an SDS student.
- **Learning Skills Peer Leader – Daytime Degree students portfolio:** This position will be employed from late August to mid-December 2026. This position is to support all daytime degree students taking courses at Renison within the School of Social Sciences and Humanities (RSSH), the School of Social Work (SSW), and the School of Global Engagement and Education (SGEE). This role will provide navigation support for all students to be able to access campus supports and resources, facilitate in-person workshops on learning skills topics, and conduct one-on-one meet-ups and check-in meetings to specifically support new and returning students at Renison. This role will also conduct study help sessions for students within these schools.
- **Learning Skills Peer Leader – Mature, Online, and Transfer Student portfolio:** This position will be employed from early July to mid-December 2026. This position supports all students who self-identify as being a mature student, online student, or a transfer student. This role begins in July when new students have questions about enrolment at the University of Waterloo, navigating UWaterloo systems, and how to prepare for university studies. During the year, the role will facilitate in-person and online events, conduct one-on-one meet-ups, and develop resources that specifically support mature, online, and transfer students across Renison. This role will also conduct study help sessions for students belonging to these demographics. This role is ideal for a mature, online, or transfer student.
  - **\*Important Note:** This specific position will be employed from early July to mid-December 2026. In July and August, this role will support students virtually in helping to prepare for the transition to university studies.

🔔 When you submit your application for the position, you will be expected to indicate which role's portfolio you would like to apply. You can apply for any/all portfolios that you feel you are qualified.

As a Learning Skills Peer Leader, we need you to:

- Be outgoing: you will be working with the Student Experience and Housing Team to deliver variety of programming initiatives to support students in building their learning and academic skills at Renison. We need you to feel comfortable facilitating both in-person and some virtual one-on-one meet-ups and workshops. During this, you will demonstrate a warm, welcoming attitude for every student. You will need to feel comfortable communicating with students to invite them to participate in events or engage in small talk conversations.
- Build a sense of community: Provide opportunities for students to feel a sense of connection and belonging to Renison, and feel confident that they have access to support within our community. Support the concept of community by encouraging cooperation, respect, and community spirit through their interactions and example. Foster and help develop interpersonal connections amongst all members of the Renison community.
- Be a positive role model: we need you to possess the skills needed to be a successful student, both personally and academically. You must exhibit awareness and knowledge of strategies for academic and personal success as a student in order to be able to share these strategies with other students.
- Be legally able to work in Canada: you must have a Social Insurance Number to fulfill the position.

## NATURE & SCOPE

The position of Learning Skills Peer Leader is tasked with developing the student experience and fostering student development through targeted programming.

- Interpersonal Contacts: this position requires the incumbent to work collaboratively with a team of other Peer Leaders and the Learning Skills Advisor. The successful candidate must possess excellent interpersonal and mentorship skills to carefully understand, assess, and recommend supports and resources to support students in their personal and academic success through event planning and implementation.
- Decision-Making Authority: this position possesses decision-making authority based on established policy and procedure; complex and non-routine issues involve consultation with appropriate personnel.
- Level of Responsibility: this role has defined duties and responsibilities and receives direct supervision. The Peer Leader will be responsible for coordinating social and educational event programming for students.
- Physical and Sensory Demands: most of the time standing with some physical work will be required when preparing for events.

## KEY ACCOUNTABILITIES

### Provide Learning Skills Support

- Be confident to provide coaching support in a variety of learning skills strategies (including note-taking, textbook reading, study skills, time management, organizational skills, etc.)
- Encourage an inclusive and welcoming environment by being a positive, supportive individual for students to approach with questions or concerns.
- Be accessible to students to assist in meeting their social and academic needs, through events, workshops, study help sessions, drop-in sessions, as well as scheduled one-on-one meet-ups both in-person and virtually. This includes helping with questions related to life at the University of Waterloo, developing learning skills, and providing appropriate campus referrals when needed.
- Build prosocial relationships with students to identify issues/challenges they may be facing.

### **Event and Workshop Coordination**

- Work with the Learning Skills Advisor to develop learning skills workshops, events, study help sessions, drop-in sessions, and other outreach for students that promote the value of learning skills supports and resources.
- Responsible for the facilitation and oversight of events and workshops dedicated to supporting students in building their learning and academic skills, including academic skills workshops, learning for university workshops, imposter syndrome workshops, etc.

### **Administrative**

- Monitor and submit administrative documents such as proposals, reports, expenses, and receipts to the Learning Skills Advisor.
- Keep the Learning Skills Advisor informed in a timely manner and respond to his/her communications as soon as possible.
- Attend regular team meetings, one-to-one meetings, and in-service training sessions scheduled by the Learning Skills Advisor.
- Check e-mail and social media accounts daily to correspond with students, the Student Experience and Housing Team, and administrative staff.
- Participate in evaluation processes in an honest and constructive manner.

### **Confidentiality**

- As an employee of Renison University College, a Peer Leader must respect confidentiality as per their training. This includes disclosing information of significance to the Learning Skills Advisor and respecting the Freedom of Information and Protection of Privacy Act.

## **QUALIFICATIONS**

- Registered Waterloo student in good academic standing with a minimum average (in both semester and cumulative) of 65% (preference will be given to students in their 2A term or higher). Peer Leaders must maintain [good academic standing](#) as per their faculty definition, as well as abide [by academic integrity policies](#). Failure to adhere to these conditions may lead to remedial action, up to and including dismissal.
- Experienced student leader with a strong knowledge of the University of Waterloo campus, Faculties, services, and resources.
- Awareness and knowledge of strategies that encourage personal and academic success.
- Experienced in event management and execution.
- Excellent communication skills, ability to take initiative, ability to work independently and as a member of a team, good judgment, detail oriented.
- Excellent problem-solving skills and good judgment; ability to think on your feet and navigate difficult discussions or situations with diplomacy and tact.
- Creative and adaptable under pressure.
- Strong customer-service orientation.

## **BENEFITS**

In exchange for accepting the position, a Learning Skills Peer Leader will be compensated for \$17.60 per hour, in addition to vacation pay, by Renison University College.

## **POLICIES OF RENISON UNIVERSITY COLLEGE**

The Learning Skills Peer Leader is to always act as a role model for all students. Any violation of Renison University College rules, negligence in informing the Learning Skills Advisor of violations of policy, negligence in abiding by the

terms of this agreement, or conduct unbecoming of a Peer Leader, is considered dereliction of a Peer Leader's duties. Dereliction of duties may result in termination of the appointment and forfeit of income and allowances.

## **WORKING CONDITIONS**

Travel: None

Working Hours: Inconsistent working hours; shifts may be scheduled for a minimum of 1 hour in between class schedule, to all-day events on weekends. A monthly schedule will be set in advance. Hours will vary depending on times when students are not in class, including mornings, afternoons, evenings, or weekends.