

POSITION TITLE:	Student Experience Peer Leader
DEPARTMENT:	Student Experience and Housing
REPORTS TO:	Student Experience Coordinator
EFFECTIVE DATE:	August 31 – December 18, 2026

GENERAL ACCOUNTABILITY


Are you an outgoing senior Waterloo student who loves to help others and wants to enhance the student experience? A job as a Student Experience Peer Leader may be the right fit for you!

Renison Student Experience and Housing is recruiting **three (3) senior Waterloo students** to serve as a Student Experience Peer Leaders from late August to late December 2026. The chosen student staff will work approximately 4-6 hours per week both in person and occasionally virtually.

The Student Experience Peer Leaders 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. These programming initiatives include Living Learning Communities (SDS), Residence events, and Student Experience events. As a team, Peer Leaders will work in collaboration with other student leaders under the operational guidance of the Student Experience Coordinator.

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

- **Student Experience Peer Leader – Residence portfolio:** This position is to support all residence students coming to Renison, with a specific focus on incoming first-year students. This role will provide leadership for support and programming for the Social Development Studies (SDS) Living-Learning Community that supports SDS students who live in Residence. This position is responsible for the leadership and oversight of the residence student committee (Renisix) and coordinating programming initiatives with the leadership committee members. Help train and mentor student leadership committee members by facilitating student leadership committee meetings regularly to plan to program initiatives and facilitating events alongside the committee. This role is ideal for a student living in Renison Residence.
- **Student Experience Peer Leader – Daytime Degree/RASC portfolio:** This position is to support all academic students coming to Renison, with a specific focus on incoming first-year SDS students. This position is responsible for the leadership and oversight of the Renison Academic Student Committee (RASC) and coordinating programming initiatives with the leadership committee members. Help train and mentor student leadership committee members by facilitating student leadership committee meetings regularly to plan to program initiatives and facilitating events alongside the committee.
- **Student Experience Peer Leader – Daytime Degree/First-year Peer Mentorship portfolio:** This position is to support all daytime degree students taking courses at Renison within the School of Social Sciences and Humanities (RSSSH), the School of Social Work (SSW), and the School of Global Engagement and Education (SGEE). This role will provide programming initiatives to help support and enhance their connection with other students and Renison. This position will also support the development of a new peer mentor program for new incoming first-year students.

 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 Student Experience 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. We need you to feel comfortable facilitating both in-person and some virtual events. 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 participate in leadership and volunteer initiatives by developing opportunities for student leaders to be involved in such as student leadership committees (i.e. RASC, Renisix, etc.). Support the concept of community living 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.
- Be legally able to work in Canada: you must have a Social Insurance Number to fulfill the position.

NATURE & SCOPE

The position of Student Experience 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, Residence Dons, student leadership committees, and the Student Experience Coordinator. 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

Connect with Students

- 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. This includes helping with questions related to life at the University of Waterloo and provide appropriate campus referrals when needed.
- Build prosocial relationships with students to identify issues/challenges they may be facing.

Volunteer Management

- Maintain regular communication with volunteers via formal (meetings) and informal (cafeteria conversations).
- Be available to support volunteers when they need help to understand or complete a task.
- Get to know each student well enough to be able to recognize behavior that is out of character, and so that they feel comfortable approaching you with questions or problems.

Administrative

- Monitor and submit administrative documents such as proposals, reports, expenses, and receipts to the Student Experience Coordinator.
- Keep the Student Experience Coordinator 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 Student Experience Coordinator.
- 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 Student Experience Coordinator 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 Student Experience Peer Leader will be compensated for \$17.60 per hour, in addition to vacation pay, by Renison University College. Extra-curricular excursion costs including transportation and entrance fees will be provided.

POLICIES OF RENISON UNIVERSITY COLLEGE

Student Experience Peer Leaders are to always act as role models for all students. Any violation of Renison University College rules, negligence in informing the Student Experience Coordinator 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.