

## Peer Academic Leader (PAL) Position Description 2026-2027

<b>Position Title:</b>	Peer Academic Leader (PAL)
<b>Department:</b>	SJU Student Affairs
<b>Reports to:</b>	Student Advisors, Senior Peer Academic Leader(s)
<b>Contract Period:</b>	Fall 2026, Winter 2027
<b>Hours:</b>	3-5 hours per week

### General Accountability

Peer Academic Leaders are accountable to the Student Advisors, Senior Peer Academic Leader(s), Student Affairs, and ultimately St. Jerome's University. The PAL team is comprised of undergraduate students who are responsible for academic programming with a focus on students in residence and SJU co-registered students.

Through the planning and execution of PAL events and initiatives, a PAL supports the Student Affairs program's learning goals of self-understanding, community, dignity of all, purpose, reflection and meaning making.

### Nature and Scope

A Peer Academic Leader (PAL) is a volunteer student leader responsible for providing academic resources and peer-to-peer success coaching to SJU students and residents, with a heavy emphasis on facilitating intentional, structured, and meaningful connection and coaching-based conversations. The PAL team also organizes and supports campus-wide programming and events relating to academic and faculty engagement.

A Peer Academic Leader will act as a liaison between their Faculty and SJU students. With one (1) PAL providing faculty-based resources and facilitating study sessions and events for students in their faculty:

1. **Arts**
2. **Engineering**
3. **Environment**
4. **Health**
5. **Mathematics**
6. **Science**

A PAL is self-motivated, capable of functioning independently and within a team setting, possesses strong interpersonal and communication skills and is willing to commit their efforts to the enhancement of student success and student mentorship. PALs are approachable, responsible, professional, and represent the ideal role model for students working toward an engaged, balanced, and holistic student experience.

### Contract Period

PAL contracts can be offered for one or more of the following academic terms:

- Fall 2026
- Winter 2027

Regardless of the contract period, all PALs must complete the online and in-person portions of Student Affairs Leadership Training. All PALs must complete the online and in-person components of the onboarding process. Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

## **Roles and Responsibilities:**

### **1. General**

- Serve as a connection between the residence community, Student Affairs, Student Advising, the broader St. Jerome's University community, and their home Faculty
- Implement programming that reflects the objectives outlined by Student Affairs, St. Jerome's mission, and vision

### **2. Student Mentorship and Success Coaching**

- Demonstrate care and concern for the well-being of students
- Demonstrate and promote enthusiasm for academics, a holistic student experience, and accessing campus resources and services
- Engage in meaningful, intentional, coaching-based conversations and connections with students seeking academic mentorship and support
- Develop outreach and engagement strategies to foster student participation in PAL mentorship and success coaching conversations
- Foster strong resourcefulness and engage in on-going learning on academic student supports, information, and resources across campus
- Refer students to campus supports and resources when appropriate

### **3. Community Development**

- Understands and practices equity, diversity, and inclusivity in all aspects of the PAL role
- Collaborate with other student leader teams to promote the value and benefit of success coaching and accessing academic support/resources
- Promote and model mutual respect, constructive feedback, effective communication, and teamwork
- Support and attend collective community programming led by the Community Advisors of Student Affairs (CASAs)

### **4. Leadership**

- Be a positive representation of and be committed to the goals of St. Jerome's University including but not limited to; practicing professionalism, acting as a role model for peers and new students, and embodying the values of Student Affairs and St. Jerome's
- Manage schedule to ensure academic and personal needs are balanced with the PAL role
- Attend ongoing professional development opportunities offered to student leaders
- Maintain confidentiality of sensitive information disclosed by students and staff

**5. Collaboration & Communication**

- Attend and participate actively in regular team meetings and socials
- Organize, promote, and support faculty and academic engagement initiatives and events
- Effectively communicate and collaborate with others, including, but not limited to the Sr. PAL and PAL team, Student Affairs Staff, and other student leaders
- Respond to communications from professional staff and student leaders in an appropriate time frame using designated platforms

**Academic Requirements and Qualifications**

- a) Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term
- b) Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College
- c) Capacity to excel independently as well as a member of a team
- d) Strong desire to work in a team environment within the St. Jerome's community
- e) Basic understanding of the importance of holistic student success

**Conditions of Employment**

This is a part-time, volunteer position, and the hours are expected to be flexible and correspond with the happenings of student life.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

*Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.*

**Co-op/Field Placement Information**

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with Student Affairs, you must make that apparent to the Student Advisor. There are additional requirements that co-op students must follow should they hold a position within Student Affairs which can be provided upon successful hiring.

**Important Dates**

PALs are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role. If changes are required, PALs will be notified in a timely manner.

**All PALs**

Pre-Service Orientation and Information Session	April 2026 (half day)
Online training modules (asynchronous)	Summer 2026



Administrative tasks	Summer 2026
Student Leader August Training (in-person)	August 24- September 4 2026 (required to live in SJU residence for the duration of training)

**Fall 2026 Peer Academic Leader**

Fall Move-in	September 5, 2026
Fall Orientation Week	September 6 – 12, 2026
Fall Open House	November 2026 (1 day)
Ongoing professional development sessions	Once per month

**Winter 2026 Peer Academic Leader**

Frost Week	January 2027 (first week of classes)
March Open House	March 2027 (1 day)
Ongoing professional development sessions	Once per month

*Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.*