

Senior Peer Academic Leader (Sr. PAL) Position Description 2026-2027

Position Title:	Senior Peer Academic Leader (Sr. PAL)
Department:	SJU Student Affairs
Reports to:	Student Advisors, Senior Peer Academic Leader(s)
Contract Period:	Spring 2026, Fall 2026, Winter 2027
Hours:	5-10 hours per week
Compensation:	\$1500/term for up to three terms (pending budget approval)

General Accountability

The Senior Peer Academic Leader (Sr. PAL) is accountable to the Student Advisors, 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 SJU students and residents.

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

This is a senior student-leadership position and should only be taken on by students looking for the next step in their leadership development.

Nature and Scope

A Senior Peer Academic Leader (Sr. PAL) provides management and mentorship to the Peer Academic Leader (PAL) team including but not limited to, facilitating weekly meetings, providing day-to-day oversight to the PAL team, working collaboratively with Student Advisors to provide end of term evaluations for members of the PAL team, and assisting in the facilitation of peer-to-peer success coaching to fellow SJU students and residents.

A Sr. PAL is self-motivated and passionate about contributing to the academic success of SJU students. They are approachable, responsible, professional, and represent the ideal role model for students working toward an engaged, balanced, and holistic student experience. A Sr. PAL has strong interpersonal and facilitation skills; they can balance the ideas of the PAL team while maintaining an understanding of the priorities and mission of the PAL program.

Contract Period

The Sr. PAL contract is a three-term commitment:

- Spring 2026
- Fall 2026
- Winter 2027

The Sr. PAL must complete the online and in-person portions of Student Affairs Leadership Training and 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, and the broader St. Jerome's University community, and UW Faculties
- Implement programming that reflects the objectives outlined by Student Affairs, St. Jerome's mission, and vision

2. 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
- Lead the PAL team by facilitating regular meetings and ensuring program goals are met
- Conduct end-of-term evaluations for PAL team members
- 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

3. 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 members of the PAL team and 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

4. 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
- Attend regular Student Leader Group Representative meetings (CORE)
- Support and attend collective community programming led by the Community Advisors of Student Affairs (CASAs)

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
- Support and attend recruitment and orientation events such as You @ Waterloo Day, Arts Ready, and Open House events

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
- f) Will obtain SafeTALK Suicide Alertness certification (at no cost to you and frequently offered on campus).

Conditions of Employment

This is a part-time 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)
You @ Waterloo Day	May 2026 (1 day – TBD)



Arts Ready Event	July 2026 (1 day – TBD)
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 residence for the entirety of training)

Fall 2026 PALs

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 2027 PALs

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.