Women in Engineering Living-Learning Community
Peer Leader Position Description
2017-2018

Pre-amble
The Women in Engineering Living Learning Community (WiE LLC) is a program run jointly through the Faculty of Engineering and St. Paul’s University College to assist first year female students entering into engineering programs at the University of Waterloo to have a successful transition experience and thrive as students. The WiE LLC will provide opportunities for students to connect with upper year mentors (Peer Leaders), learn technical and other soft skills associated with their programs, and create a sense of belonging within their field of study. Additionally, the program will work with existing resources on campus to support academic success.

General Overview
Reporting to the St. Paul’s Living Learning Community (LLC) Coordinator, the Women in Engineering Living-Learning Community Peer Leader is responsible for overseeing a small group of students (cluster) and providing support and resource to all students in the WiE LLC to help them have a successful transition to university and residence life. Peer Leaders are expected to be visible members of the community, promote healthy and balanced lifestyles, and act as role models and mentors to their students.

Specific Accountabilities
Peer Leaders will:

- Meet individually at least twice per term with each member of their cluster.
- Connect weekly with the students in their cluster through formal requirements (activities and events) as well as informally (meal times and other community activities).
- Host 3-4 cluster events or activities each term for the students in their cluster.
- Working with the team, plan, advertise and implement 3-4 Community Wide events each term for all first year Women in Engineering students.
- Attend regular team meetings and 1-1 meetings with the LLC Coordinator, and on occasion representatives of the Faculty of Engineering.
- Attend Peer Leader training prior to the start of the 2017 academic year (TBD).
- Be available to assist with all Open House Days and other recruitment activities for the Faculty of Engineering as St. Paul’s University College.

Qualifications
Peer Leaders will possess the following qualifications:
• Be an upper year undergraduate student majoring in a Faculty of Engineering program.
• Maintain an 80% average throughout the term they are working.
• Possess proven organizational skills.
• Demonstrate an aptitude for and commitment to forming mentorship relationships with young women.

Compensation

Peer Leaders will be compensated at $11.25/hour, tracked and authorized by the LLC Coordinator. The expected workload is 5 hours per week and may not exceed 70 hours per term.

Peer Leaders will be provided with a Peer Leader meal plan each term to assist with building relationships with their students.

Contact

If you would like further information about your application and/or the application process, please do not hesitate to contact Steve Prentice at 519-885-1460 x 25219 or by e-mail s3prentice@uwaterloo.ca.