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## **PEER LEADER JOB DESCRIPTION**

The Peer Leader Program is a peer-mentoring initiative wherein all incoming students are matched with an upper-year student leader from their respective faculty to support students’ successful transition into university life. Peer Leaders will welcome new students to Ontario Tech, play an integral role at orientation, and provide ongoing mentorship to an assigned group of mentees throughout the academic year.

# TIME COMMITMENT

This position runs from March 2022 to April 2023. During this time, Peer Leaders will complete the following **mandatory** activities:

* Complete Ambassador Training, Level 1 - By September 2022
* Attend a Peer Leader Meet and Greet – Spring 2022
* Complete Online Training Modules by intermittent deadlines – Spring/Summer 2022
* Attend Orientation Training Day – September 2022
* Attend all necessary Orientation programming required - September 2022
* Monthly mentoring duties (~4-5 hours/month) – September to December 2022
* Monthly mentoring duties (~1-2 hours/month) - January to April 2023

# RESPONSIBILITIES:

### **Transition and Support - July to April**

* Attend and complete all Peer Leader training, as required.
* Routinely check and respond to email updates from the Coordinator and your Senior.
* Facilitate introductions with each assigned mentee
* Regularly connect with mentees to answer questions, check-in, and make appropriate referrals, preparing for mentees’ arrival on campus
* Join and engage in online Peer Leader Community – Facebook Group
* Participate in MyStart preparations and activity planning with Senior
* Provide day-of support for incoming students attending Orientation
* Plan and facilitate ‘Peer Leader time’ programming during Orientation
* Participate in ongoing team meetings with your Senior/Faculty Team
* Attend campus events with mentees/engage in the campus community
* Submit a monthly log reporting on program engagement (September to November)
* Submit a Fall Semester Feedback Survey (December)
* Submit an End-of-year Feedback Survey (April)

 **Please Note:** *The Peer Leader role will require some summer, evening, and weekend commitments. Please ensure availability for* ***all*** *mandatory training dates and Orientation requirements. All successful Peer Leaders must have a GPA in Clear Standing of 2.0 or higher to participate in this role. Inability to fulfill these commitments may impact eligibility.*

# SKILLS:

Communication Skills

* Ability to actively listen, interpret and respond in a way that ensures effective communication with staff, peers, and mentees
* Confidence in presenting and speaking to unfamiliar groups of people, including students, staff, faculty, and members of the community

Organization

* Ability to prioritize tasks and manage time effectively
* Understanding of how to set SMART goals for personal growth and success
* Ability to plan, coordinate and execute events and student engagement initiatives

Interpersonal

* Ability to work effectively with diverse groups and individuals of different backgrounds, experiences, and skill-sets, to foster a cohesive and open campus culture
* Strong understanding of equity-related issues; along with a keen willingness to engage in dialogue and learn about diversity and inclusivity