

Job Title: **Student Lead, Global Peer Program**
Position Start Date: September 2021
Position End Date: April 2022
Hours per Week: 15 hours
Hourly Wage: \$15
Position Type: **LEAP**
Number of Positions: **1**

****Position note:** *this role is pending work/study funding approval*

Job Description:

York International, under the Division of Students portfolio, is a central source of international student support and global engagement at York University. The **Student Lead, Global Peer Program** will act as the student lead in supporting new international students with their transition to York University and Canada specifically through the York International Global Peer Program. Through virtual and in-person communication, the **Student Lead, Global Peer Program** will provide leadership for the team that supports new international students during their transition to life in Toronto/Canada and at York by connecting them with upper-year Peer Mentors.

Through this role, the **Student Lead, Global Peer Program** will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Teamwork/Collaboration
3. Global Citizenship (understanding of global perspectives)

Work Performed - Specific Duties and Responsibilities:

- Act as the student lead in the planning and execution of the Global Peer Program activities during the academic year.
- Lead the Global Peer Program team through training and act as secondary support.
- Work as the student lead on projects and events related to the Global Peer Program.
- Provide administrative related support to the peer program team and as assigned (e.g., monitoring registration, record keeping, photocopying, and email correspondence).
- Take a lead in campus outreach about the Global Peer Program and liaise with students from other peer programs around campus to enhance a global community.
- Assist with compilation of data and research related to Global Peer Program events and activities.
- Lead the Global Peer Program team in facilitating peer-to-peer learning and fostering a global community.
- Refer students to appropriate on-campus and community resources.
- Respond to questions from students in a professional manner and refer more complex or sensitive enquiries to the appropriate full-time staff at York International and other departments.
- Lead the recruitment, training, and overall activities of Peer Mentors and matching/registration of new peers.
- Coordinate all necessary logistics for events and programs with the Global Peer Program team i.e., venues, resources, materials etc.
- Stay in regular contact with supervisor and communicate updates regularly to appropriate YI team members and campus partners.
- Perform other duties as assigned.

Qualifications:

Education, Experience, Skills & Qualifications

- Current undergraduate York student (we encourage applicants from diverse programs of study).
- Knowledge of cross-cultural experiences and the unique needs of being international students or internationally minded students and experience working with people from different backgrounds/cultures.
- Working knowledge of the Global Peer Program.
- Knowledge of campus and community resources, including academic, social, safety, health, cultural and others and able to refer students as appropriate.
- Demonstrated skills in leadership for training, peer matching, event planning and management.
- Excellent communication skills; professional demeanour, public speaking, and presentation proficiency.
- Excellent time management skills.
- Fluent in one or more languages is an asset: such as French, Spanish, Mandarin, Cantonese, Arabic, Hindu, Urdu, Portuguese, Swahili, Vietnamese, Korean, Japanese, etc.
- Familiarity with social media, Zoom, telephone and email, and an interest in using it as a tool of student engagement, as well as experience using and configuring technical tools.
- Application of cultural awareness in written, verbal and non-verbal communication.
- Connecting with others across differences of culture, experience, identity etc.
- Excellent computer skills (word processing, email, database management, spreadsheets).
- Demonstrated ability to learn and take initiative, adaptability, approachable, knowledgeable, and open to self-directed learning.

All candidates must be:

- Proficient with MS Office such as Word, Excel, PowerPoint.
- Professional, punctual, and reliable.
- Able to maintain confidentiality & keep accurate and detailed records.

Personal and Professional Development:

“As part of your work study experience, you will be asked to participate in [Becoming YU](#) – a program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.”

Student Learning Components:

Orientation, Training and Ongoing Professional Development

- York International offers comprehensive training that includes topics such as giving and receiving feedback, active listening, event and project management, teambuilding, facilitation skills, leading peers, overview of their role and professional communication.
- Ongoing training and professional development will be provided for this role. Throughout the year, professional development sessions such as community building, making referrals, intercultural communication, coaching and leveraging their experience for their resume/future careers. The **Student Lead, Global Peer Program** will be assigned resources to consider for reflection during meetings with the supervisor.

Feedback, Ongoing Support and Reflection

- The **Student Lead, Global Peer Program** will be asked to participate in professional goal setting, regular self-assessments, and performance review process with the supervisor each term. The supervisor will provide regular feedback, coaching and discuss challenges and successes as they arise.
- The **Student Lead, Global Peer Program** will have regular 1-1 meetings with their supervisor to provide written summaries and updates on the status of their projects and identify any challenges they are facing as well as work in collaboration with the supervisor to determine areas for support and solutions.

Networking and Mentorship Opportunities

- Opportunity to work collaboratively with professional staff of the York International and learn more about York International functions.
- Opportunity to meet, learn from and interact with diverse cultures and groups.
- Opportunity to learn and develop knowledge about the international education community.
- Opportunity to lead a small team of student peers and develop coaching skills.
- Opportunity to engage with first year and incoming students (international, exchange, international student researchers and others).

Personal and Professional Development, Classroom and Workplace Competencies

- Exposure to and experience working in a professional office environment.
- Enhanced leadership and collaboration skills.
- Experience with public speaking, presentation, and communication of programs and services that can enhance their academic ability to communicate ideas concisely.
- Experience with intercultural communication and awareness and development of global competencies.
- Improve familiarity with campus resources and referrals for students.
- Development of planning skills including time management, prioritization, communication with participants, promotion, and event execution.
- Development of independent problem-solving abilities.
- Ability to articulate their own learning outcomes through professional and personal development and reflection and feedback with the team and supervisor.