

## York International & Learning Skills Services, Student Success Centre

Job Title:	<b>Learning Skills Peer - International Student Focus</b>
Position Start Date:	September 6, 2022
Position End Date:	April 28, 2023
Hours per Week:	15 hours
Hourly Wage:	\$16
Position Type:	Work/Study
Number of Positions:	1

**\*\*Position note:** *this role is pending Work/Study funding approval.*

### **BECOMING YU:**

Through this role, the **Learning Skills Peer - International Student Focus**, will participate in Becoming YU, a program designed to support students in:

- Creating meaningful goals and objectives
- Recognizing the value of their personal, academic and professional experiences
- Identifying their competencies and skills
- Articulating their skills and experiences with confidence.

### **JOB DESCRIPTION:**

York International falls under the Division of Students portfolio and is a central source of international student support and global engagement at York University. Learning Skills Services (LSS) serves all York students by fostering the academic and organizational skills necessary for academic success across all disciplines. Through group and individual services, LSS promotes independent learning by working with students to develop university-level learning skills and strategies, enhanced self-awareness about themselves as learners, and improved academic confidence and success. York International and Learning Skills Services support the mandate of York University by contributing to successful transitions to university, retention, engagement, and student academic and personal success.

Under the direction of LSS and York International, the **Learning Skills Peer - International Student Focus** promotes and delivers various Learning Skills Services across campus, particularly focusing on York International and the international student population, and provides support in marketing, executing and evaluating Learning Skills Services. This position reports directly to the Learning Skills Specialists and the International Student & Scholar Services team and works in cooperation with the Learning Skills Peer Team, York International, Scott Library and Learning Commons partners, SCLD, and other departments and student groups on campus.

### **Specific Duties and Responsibilities:**

- Under the guidance of York International and LSS staff, act as a student lead in the planning and implementation of digital, online/virtual learning skills services, particularly focusing on the international student population.
- Facilitate online/virtual group workshops (content provided) on Learning Skills topics such as time management, reading & note-taking, starting off strong (for 1st year only), exam preparation, learning and study strategies, critical thinking, presentation skills, etc.
- Provide peer-to-peer consultation on Learning Skills strategies, via online drop-in, in-person (future), and/or Peer Academic Coaching sessions.
- Contribute to the creation of marketing and promotional materials relevant to Learning Skills Services.
- Contribute to maintaining Learning Skills content on York International and LSS social media (Instagram, Facebook, Twitter) and websites.
- Research on learning skills-related topics, as assigned.

- Provide administrative assistance as assigned (e.g. monitoring registration, record keeping, photocopying, and email correspondence).
- Communicate updates regularly to appropriate LSS and York International team members and appropriate campus partners.
- Escalate serious problems or matters to the appropriate full-time staff.
- Attend all training sessions and meetings, unless in direct conflict with a class. Inform supervisors of any conflicts well in advance if attendance is not possible.
- Perform other duties as assigned.
- Various administrative duties as assigned, including record keeping, data entry, and responding to student inquiries (phone/email).
- Staff the Learning Commons Welcome Desk; provide excellent customer service and triage student needs to the appropriate referral.
- Represent Learning Skills Services at various outreach events across the University, particularly focusing on York International and the international student population.

## QUALIFICATIONS:

### ***Education and Experience***

- Current undergraduate York student who has successfully completed at least 1 year of university.
- High academic standing (we encourage applicants from diverse programs of study).
- Previous relevant experience with peer tutoring, mentoring or other peer support at a post-secondary preferred, preferably university level.
- Strong 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.

### ***Skills and Qualifications***

- Experience-based knowledge of effective study strategies and learning skills.
- Sensitivity to and awareness of the academic support needs of students, especially international students.
- Working knowledge of York International student programs and services specifically transition programs.
- Knowledge of campus and community resources, including academic, social, safety, health, cultural and others and able to refer students as appropriate.
- Experience and familiarity with York campus life/knowledge of York University student services and activities.
- Demonstrated skills in workshop/presentation facilitation, event planning and working with peers in a leadership capacity.
- Demonstrated commitment to peer academic support and the value of post-secondary education.
- Excellent oral and written communication skills; professional demeanour, public speaking and presentation proficiency.
- Demonstrated ability to learn and take initiative, adaptability, approachable, knowledgeable and open to self-directed learning.
- Good attention to detail with strong organizational and time management skills.
- Ability and willingness to work both independently and as part of a team.
- Ability to work supportively with students in a confidential and professional manner.
- 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).
- Strong familiarity with social media platforms, Zoom, Skype, telephone and email, and experience in using them as a tool of student engagement, as well as experience using and configuring technical tools.
- Fluent in one or more languages is an asset: such as French, Spanish, Mandarin, Cantonese, Arabic, Hindi, Urdu, Portuguese, Swahili, Vietnamese, Korean, Japanese, etc.
- Previous experience delivering presentations and/or facilitating in a group environment is an asset.
- Students who are a good fit for this position are dynamic, approachable, knowledgeable and open to learning about themselves and others. They show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills.

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.

## STUDENT LEARNING COMPONENTS:

As part of your work study experience, students will participate in [Becoming YU](#), a program designed to support students in:

- Creating meaningful goals and objectives.
- Recognizing the value of their personal, academic and professional experiences.
- Identifying their leadership and career competencies and skills gained through these experiences
- Articulating their skills and experiences with confidence, whether it is for a future job or further education opportunity.

Through this role, the Learning Skills Peer will have opportunities to develop and enhance specific skills in the following competencies:

- Communication
- Interpersonal connections
- Personal Success
- Knowledge acquisition and application
- Critical thinking and problem solving

### *Orientation and Training and Ongoing Professional Development*

- LSS offers a comprehensive training program for all Learning Skills Peers. An intensive, mandatory week-long training session is held at the end of August which focuses on expectations and protocols for the role, professionalism and boundaries, mastering the Learning Skills content, coaching philosophy and services, knowledge of learning skills strategies, and skill-building, particularly group facilitation and presentation skills.
- York International offers comprehensive training that includes topics such as expectations, leading a team, handling various common scenarios, handling detailed logistics, prioritizing tasks and communicating with the team (including project specific training).
- Additional training takes place throughout the term, via occasional presentations, guest speakers (e.g. from the Learning Commons), and ongoing sharing of best practices at regular meetings or special sessions as needed. The **Learning Skills Peer - International Student Focus** will be assigned resources to consider for reflection during meetings with the supervisor(s).

### *Feedback, Ongoing Support and Reflection*

- The **Learning Skills Peer - International Student Focus** will check in informally during each shift and meet regularly with the supervisor(s). Regular weekly or bi-weekly team meetings with all Peers and supervisors will be held, to provide an opportunity to share any concerns or issues, problem-solve together and support one another.
- The **Learning Skills Peer - International Student Focus** 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.
- The **Learning Skills Peer - International Student Focus** will be asked to participate in a self-assessment and performance review process with the supervisor each term, following Becoming YU protocols. Opportunities for written and verbal reflections will be provided. In addition, the supervisor will provide feedback informally and during regular meetings as challenges and successes arise.

## *Networking and Mentorship Opportunities*

- Opportunity to work collaboratively with professional staff at Learning Skills Services, York International, the Libraries and Learning Commons, and SCLD (Student Community & Leadership Development) and learn more about their functions.
- Opportunity to work with a vibrant, diverse student team of Learning Skills Peers.
- Opportunity to meet and interact with York students at all levels, from diverse backgrounds and programs/Faculties.
- Opportunity to learn and develop knowledge about the international education community.
- Opportunity to establish lasting relationships with fellow Peers and student leaders from a variety of departments, colleges and Faculties, and student groups across York University.
- Opportunity to serve as a role model for incoming and continuing York students, encountered in the course of delivering Learning Skills Services.

## *Personal and Professional Development, Classroom and Workplace Competencies*

- Exposure to and experience working in a professional office environment.
- Experience working with students from diverse backgrounds and levels, and developing interpersonal, communication, public speaking, group facilitation and presentation skills.
- Enhanced academic success skills to complement classroom learning (e.g. in-depth knowledge of learning skills and study strategies to apply to one's own learning, improved time management and organizational skills, improved public speaking skills for class presentations, improved group facilitation skills for collaborative work, improved communication skills to better articulate complex ideas, etc).
- Experience with intercultural communication and awareness and development of global competencies.
- Enhanced leadership and collaboration skills.
- Improve familiarity with campus resources and referrals for students.
- Development of the ability to identify and articulate one's own learning, through reflections, drawing upon one's own experiences as a successful student to help fellow students improve their learning skills and strategies, and feedback and meetings with team and supervisor.
- Further development of independence, self-reliance, professionalism, and problem-solving ability.

## **IMPORTANT DATES:**

- April 2022: Peer Leadership Training
- August 29 – September 2, 2022: Mandatory Peer Training Week
- August 29, 2022 and Sept. 6, 2022 :New Intl Student Orientation Support
- Mandatory Learning Skills Services Training Dates:
  - Online Peer Leader Training Modules: TBD
  - Mandatory Training Week for Fall/Winter Peers: TBD
  - Additional training sessions TBD
  - Monthly PLT Professional Development training workshops

\*Dates subject to change; additional training may be added.

## **REQUIRED DOCUMENTS AND ASSIGNMENTS:**

1. Cover letter
2. Resume
3. Statement on how Learning Skills Services can better support the needs of international students at York (250 words maximum)

## **NOTE:**

- Only those applicants considered for an interview will be contacted.
- All applicants must submit their application using a @my.yorku.ca or if unpermitted, a @yorku.ca e-mail domain.
- York University requires all community members, including employees and visitors who attend our campuses be fully vaccinated against COVID-19, subject to medical and human rights exemptions,

in accordance with all applicable laws and regulations. The University's vaccine policy is integral to our ongoing commitment to health and safety. Offers of employment require that you comply with the COVID-19 Vaccination Mandate by providing proof of vaccination prior to your start date. For information on how York University is responding to COVID-19 please visit the YU Better Together website.

- The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.
- York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.