

## York International

Job Title:	<b>Student Lead, Global Peer Program</b>
Position Start Date:	September 6, 2022
Position End Date:	April 28, 2022
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*

### 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 online/virtual 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 virtually supports new international students during their transition to life as part of the York community 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:

- Under the guidance of YI staff act as the student lead in the planning and execution of the online/virtual Global Peer Program activities during the academic year.
- Virtually 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.
- Work collaboratively with all student and professional staff at YI for successful event, program, support and service delivery 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 online/virtual outreach about the Global Peer Program and liaise with students from other peer programs around York 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 online/virtual 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.
- 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.
- 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.
- 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).
- Excellent communication skills; professional demeanour, public speaking and presentation proficiency.
- Excellent time management skills.
- 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, 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.

## 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.

**Important Dates** – Exact dates to be confirmed.

Training: the week of May 2, 2022

Orientation Support: between Aug. 29, 2022 and Sept. 6, 2022

Peer Leader Training: To be confirmed (in May)