

Peer Helper – Undergraduate Recruitment Office 2017/18 Academic Year

Position: Lead Ambassador & Events Assistant

Number of Positions Available: 1

Department: Undergraduate Recruitment Office

Term: September 2017 - April 2018

Peer Helper Program

The transition to university holds many exciting challenges. The Peer Helper Program offers a way for senior students to take on leadership roles, help other students, be role models, and gain paraprofessional experience that complements academic studies. As a successful, involved student in a leadership role, you can demonstrate how to reach high standards of academic achievement and social responsibility. Being a Peer Helper offers a positive, hands-on learning experience that can encourage and guide your own social, academic and professional development. Peer Helpers receive an honorarium per term.

Peer Helpers Position

The Lead Ambassador & Events Assistant is responsible for providing guidance and leadership to the High School Outreach Team through motivating and organizing these volunteers at events on and off campus. This role is crucial to the success of our High School Outreach events. The Peer Helper serves as a reliable and professional ambassador of the Undergraduate Recruitment Office and Carleton University. Peer Helpers are required to work 5 hours per week; these hours may occasionally be adjusted according to program schedules and/or the Peer Helper's academic workload if approved by supervisor.

To achieve this goal the Lead Ambassador & Events will be engaged in the following activities:

- Assist with the planning and implementation of high school outreach events;
- Provide support to the Manager of High School Outreach in coordinating the team of ambassadors for high school outreach events;
- Assist in organizing and packing University Recruitment Publications for high school outreach events;
- Data management: Assist with the entry of student information cards;
- Lead Ambassador at all events related to high school outreach;
- Remain professional and use effective referral skills in all interactions with prospective students;
- Other duties may include: assisting at other undergraduate recruitment events, walking prospective students around campus, talking about and engaging guest on your Carleton experiences;

Required Qualifications

To be considered for this position, applicants must:

- Have second year standing or higher and be in Academic Good Standing;
- Experience working with various social media outlets;
- Must be organized and reliable with thorough knowledge of Carleton and its programs;
- Must possess excellent communication skills, tactful when interacting with students and staff;
- Professional attitude and understand the values of excellent customer service;
- The ability to work independently and as a member of a team;
- Must be reliable and consistent with hours they commit to initially;

- Some lifting of boxes is required;
- Outgoing, friendly, and professional personality;
- Adherence to ethical standards and respect confidentiality of all clients;
- Basic knowledge of MS Word, PowerPoint, and Excel; and
- Successfully balances the role with academic studies;

Training

Training will be provided to all successful Peer Helpers. A kick-off training session will be set during the summer period. Training is **MANDATORY** for all Peer Helpers. It is also expected that you attend an in-service training session throughout the academic year. Please note additional training may be required from departments.

Benefits of Participating in the Peer Helper Program:

- Peer Helpers develop soft skills such as time management, teamwork, organization, communication, public speaking, and more;
- Peer Helpers become more aware of university services and more involved at Carleton University;
- Peer Helpers gain networking contacts and references from supervisors;
- Peer Helpers develop interpersonal, social, academic, and professional goals;
- The Peer Helper Program introduces like-minded students to one another;
- Peer Helpers receive a \$250 honorarium each term upon successful completion of the program;
- The Peer Helper Program is recognized by the [Co-Curricular Record](#).

The deadline to apply to the Peer Helper Program is Friday, March 10th, 2017. Complete the application online by clicking [here](#).

If you have any questions about the Peer Helper Program recruitment process, please e-mail Kajal Agarwal (kajal.agarwal@carleton.ca), or call (613) 520-2600 ext. 8840.