



University Students' Council of the University of Western Ontario
Internal
ASSOCIATE, PEER PROGRAMS

EFFECTIVE: 01/01/2016

SUPERSEDES: 02/01/2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: ASSOCIATE, PEER PROGRAMS

2.00 POSITION OVERVIEW:

- (1) Oversight of the Peer Support services and their coordinators. Supporting the Student Programs Officer with larger, multiservice, projects and the promotion of the services and peer support programming on campus.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Work with and support the Accessibility Coordinator, Ally Western Coordinator, Ethnocultural Support Service Coordinator, EnviroWestern Coordinator, Food Support Service Coordinator, Health Promotion Coordinator, PrideWestern Coordinator, and Women's Issues Network Coordinator in the planning and execution of the day-to-day activities of the USC Peer Support program.
- (2) Provide programming and project assistance to the Student Programs Officer, when required.
- (3) Provide administrative and resource support to the Peer Support service coordinators.
- (4) Attends meetings and functions in the Student Programs Officer's stead when needed, and act as a joint relationship holder with key partners.
- (5) Attend weekly meetings with the Student Programs Officer.
- (6) Conduct meetings twice a month with Peer Support service coordinators.
- (7) Adhere to USC bylaws, policies and procedures.
- (8) Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:



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- a) *General:* Although there is no requirement to have prior knowledge, background or experience with the Peer Support services, qualified candidates for this position will have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations.
- b) *Interpersonal Communication:* The Associate, Peer Programs requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- c) *Project Management:* The Associate, Peer Programs will act as project manager for all the projects incumbent upon the Peer Support service coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Associate, Peer Programs should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- d) *Promotional Oversight:* The Associate, Peer Programs will be required to oversee the promotional elements associated with the Peer Support services such as videos, contest giveaways, posters, etc.
- e) *Group Facilitation:* In managing the Peer Support service coordinators, the Associate, Peer Programs should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture which supports consensus building and the development of its members.
- f) *Time Management:* The Associate, Peer Programs should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- g) *Compassionate Demeanour:* The Associate, Peer Programs should be open minded, supportive and have an empathetic personality.
- h) *Background Knowledge:* The Associate, Peer Programs would ideally have an understanding and a willingness to learn about campus and community resources, and a have general understanding about student issues related to LGBTQ+, women's issues, mental health, cultural competency, addiction, etc.



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5.00 TIME COMMITMENT:

- (1) The time commitment expected for this role is up to 24 hours per week.
- (2) Evenings and weekends as required.

6.00 TRAINING/SUPPORT:

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
- (2) There will be an Orientation Day conducted in August to familiarize the Associate with the USC operations, fellow Interns, Associates, and staff.
- (3) Throughout their term, the Associate, Peer Programs will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Human Resources Department.

7.00 LEARNING OUTCOMES:

- (1) Plan, implement, monitor and evaluate projects by applying principles of project management.
- (2) Learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (3) Demonstrate an understanding of and act in the mediating role of the professional communicator between the organization and students.

8.00 COMMUNITY IMPACT:

- (1) This role will support the Student Programs Officer to be an effective and efficient leader. This in turn, will benefit the Western community and undergraduate students.
- (2) Associate, Peer Programs will ensure that student support programming, which reflects students' needs and best interest, is always a top priority. They will ensure consistency of programming from the coordinators. They shall strive to support and create experiential learning opportunities for students.



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9.00 EVALUATION:

- a) Associates will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. *Formative Assessment:* The Student Programs Officer will maintain an ongoing and open dialogue of informal feedback with the Associate, Peer Programs. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Associate, Peer Programs to obtain a meaningful experience while also informing the Student Programs Officer about specific learning and development goals they hope to achieve.
 - ii. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Peer Programs' tenure with the USC. These surveys are to provide the Associate with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Student Programs Officer to evaluate all strengths, any necessary improvements and communicate future projects with the Associate, Peer Programs. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.
 - iii. *Summative Assessment Part Two:* The Associate, Peer Programs will be required to complete a Performance Feedback with their respective Coordinators two times during their term. This will be a one-on-one meeting to discuss Coordinator performance and progression in their roles.

10.00 SUPERVISION:

- (1) The Associate, Peer Programs reports directly to the Student Programs Officer.
- (2) Secondary support for the Associate, Peer Programs will be provided by: the Human Resources and Volunteer Resources Departments.