

# Peer Advising Program – Academic Peer Advisor Posting

**CONTRACT PERIOD:** September 21, 2020 – April 5, 2021

## **REMUNERATION:**

It is expected that Academic Peer Advisors will work approximately 50-60 hours throughout the academic year, in addition to specific academic events. This position is officially recognized on the University of Toronto Co-Curricular Record.

## **POSITION SUMMARY**

Trinity College Peer Advisors are upper-year Trinity College students who provide guidance and support to their peers throughout the Fall/Winter academic year. They are responsible for helping to serve as a bridge between the student body and academic community at the College. This position is recognized on the Co-Curricular Record.

## **EXPECTATIONS**

- Must be registered as a Trinity College student in good standing throughout the term of appointment.
- Attend mandatory online trainings outlined below
- Attend regular meetings facilitated by the Senior Peer Advisors and Academic Dons
- Will provide guidance to peers about specific academic programs they are enrolled in
- Act as a resource for all Student Services academic programming and initiatives.
- Be a student resource for all academic programming.
- Support and attend Don, CA, Office of the Registrar and student programming within academic area.
- Attend and participate in the Trinity College Undergraduate Research Conference (TCURC).

## **MANDATORY TRAINING**

- Attend safeTALK training
- Attend position specific training offered by Student Services Staff
- Attend Mentorship Foundations Training offered by Student Life, Mentorship and Peer Programs
- Complete online Identify, Assist, and Refer training offered by Health and Wellness
- Complete online Sexual Violence Education and Prevention training offered by the University of Toronto.

## **STATEMENT OF UNDERSTANDING**

As Trinity College Peer Advisors act as ambassadors for the College, they are expected to adhere to all non-Academic Policies of the College and University of Toronto, including, but not limited to; the *Trinity College Code of Student Conduct* and the *University of Toronto Code of Student Conduct*. Trinity College Peer Advisors are expected to abide by the terms of their

contract, and must acknowledge that they have read their job description. By submitting an application for the Peer Counsellor position, applicants acknowledge that the Registrar's Office will be reviewing their academic history to determine suitability for appointment to this academic mentorship position.

**HOW TO APPLY:** Please e-mail [jchang@trinity.utoronto.ca](mailto:jchang@trinity.utoronto.ca) and attach the following:

1. Resume
2. Cover letter (2 pages maximum)
3. Transcript (off Degree Explorer is fine)

Your cover letter should include why you are a suitable candidate to be a peer advisor, and how you are involved in the Trinity College community and/or communities outside of Trinity College?

**If you are a new applicant, please also include the answers to the following questions in your cover letter:**

- What academic issues did you (and/or your peers) encounter transitioning to university? Please pick one and suggest how you might help advise a student on it as a peer advisor.
- Please describe an event/program you helped to organize and your role. If you do not have an example, please think of a program you would organize as a peer advisor, and how you would implement it

**If you are a returning applicant (a former peer advisor), please also include the answers to the following questions in your cover letter:**

- What events did you organize/participate in this past year?
- How have you benefited from this program?
- What would you do differently?

**APPLICATION DEADLINE:** Wednesday, September 16<sup>th</sup>, 2020

All applications must be submitted no later than Wednesday September 16th, 2020 at 11:59 pm

Please e-mail the Associate Registrar, Jerome Chang, at [jchang@trinity.utoronto.ca](mailto:jchang@trinity.utoronto.ca) with any questions or concerns.