Work Study Position – FALL/WINTER – Student Services Centre

TRINITY COLLEGE PEER ADVISING PROGRAM – SENIOR ACADEMIC PEER ADVISOR
Job ID: 205134
Student Services Centre (joint between Office of the Dean of Students & Office of the Registrar) - University of Toronto- Trinity College

CONTRACT PERIOD: September 6th, 2022 – March 31st, 2023

REMUNERATION:

It is expected that Senior Academic Peer Advisors will work approximately 200 hours throughout the academic year. This position is officially recognized on the University of Toronto Co-Curricular Record.

POSITION SUMMARY

Trinity College Senior Academic 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 the Academic Peer Advisor team, and academic services and supports in the College and the University of Toronto community. The Senior Academic Peer Advisor also plays a key role in acting as a resource and leader for the Academic Peer Advisors team.

DUTIES:

- Registered as a Trinity College student in good standing throughout the term of appointment
- Provides guidance to peers about academic services and supports available at Trinity College and the University of Toronto
- Attends and delivers mandatory training to Academic Peer Advisors
- Attends regular (weekly/bi-weekly) planning meetings with the Student Services staff team
- Runs regular (weekly/bi-weekly) planning meetings with Academic Peer Advisor team
- Coordinates and runs multiple Academic Peer Advisor organized events each term
- Acts as a resource and mentor for other Academic Peer Advisors
- Creates online and in-person opportunities for students to interact with other Trinity College community members
- Promotes events using social media and other means
- Attend and participate in the Trinity College Undergraduate Research Conference (TCURC)
- Prior experience as an Academic Peer Advisor is a key asset & preferred

**MANDATORY TRAININGS**

- Attend Trinity College Student Service work study student training;
- Attend safeTALK training;
- Attend Peer Advisor orientation training;
- Attend Mentorship Foundations Training offered by Student Life, Mentorship and Peer Programs;
- Attend sexual violence prevention training;
- Attend equity, diversity, inclusion, and access training;
- 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;
- Attend ongoing trainings offered throughout the academic year.

**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 Senior 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 Senior Peer Advisor position, applicants acknowledge that the Registrar’s Office will be reviewing their academic history to determine suitability for appointment to this academic mentorship position.

**NUMBER OF VACANCIES:** 2

**APPLICATION DEADLINE:** Wednesday, August 24th, at 4:00 pm
**APPLICATION METHOD:** Work-Study applications are collected through the Career Learning Network Application module.

**START DATE:** September 6th, 2022

**END DATE:** March 31, 2023

**HOURS PER WEEK:** 9-12 Hours Per Week (up to 200 hours total)

**REMUNERATION:** $15.00 per hours

Please visit the University of Toronto's Work-Study website for more information including eligibility.

We would like to thank all applicants for their interest, however, due to the anticipated volume of applications, only those selected for an interview will be contacted.