

Peer Advising Program – Academic Peer Advisor Posting

PEER ADVISOR PROGRAM PERIOD: September 3rd, 2024 - April 30th, 2025

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 services and supports in the College and University of Toronto community. This position is recognized on the Co-Curricular Record.

EXPECTATIONS

- Be a Trinity College student in good standing throughout the term of appointment;
- Attend mandatory online trainings outlined below;
- Provide guidance to peers about general academic concerns, and academic services and supports available at Trinity College and the University of Toronto;
- Act as a resource for all Student Services academic programming and initiatives;
- Support and attend Don, CA, Student Services Centre staff, and general academic programming;
- Attend and participate in the Trinity College Undergraduate Research Conference (TCURC);
- Attend regular meetings with Academic Peer Advisor team.

MANDATORY TRAINING

- Attend safeTALK training (offered in the Fall 2023);
- Attend position specific training dates TBD;
- 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 Academic 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 Academic 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 Academic Peer Advisor position, applicants acknowledge that the Office of the Registrar will be reviewing their academic history to determine suitability for appointment to this academic mentorship position.

HOW TO APPLY: You can apply by completing the following MS Form: <https://forms.office.com/r/81nuCh71XM> . Please note that you will be required to upload the following documents on the form:

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

Your cover letter should include why you are a suitable candidate to be a Academic Peer Advisor, and how you are involved in the Trinity College community and/or communities outside of Trinity College.

APPLICATION DEADLINE:

All applications must be submitted no later than 9:00 am on April 22nd, 2024.

Please e-mail the Associate Registrar, Jerome Chang, at jerome.chang@utoronto.ca with any questions or concerns.