

Peer Advising Program – Senior Academic Peer Advisor

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

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 fellow Academic Peer Advisors 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
- Monitors online and in-person events to ensure quality of information and communication are consistent
- Attend and participate in the Trinity College Undergraduate Research Conference (TCURC)

- Acts as a resource for the Student Services staff team during online and in-person academic programming and initiatives
- Supports and attends Academic Don, Community Advisor, Office of the Dean of Students and student leader programming pertaining to academics
- Duties assigned through the Student Services Centre to support centre programs and needs
- Prior experience as an Academic Peer Advisor is a key asset & preferred

QUALIFICATIONS:

The successful candidates will demonstrate a high degree of autonomy and creativity. They must have experience community building, with online and in-person communities and social media platforms. Preference will be given to students with experience as a Peer Advisor or Mental Health Peer Advisor. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Computer skills will be an asset as key responsibilities include the ability to create large posters using Power Point and other programs. Familiarity with community life at Trinity College is an asset.

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.

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 an 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.