

# Peer Support Assistant

## Position Summary:

As a member of the Student Life team, the Peer Support Assistant creates safe space in which to support peers through challenging circumstances. The role of Peer Support Assistant is twofold: to develop a peer support team with guidance from the Student Counsellor, and to walk with peers as they journey toward personal success. The assistant will be fully trained in communication skills in order to support peers in need. The assistant will be supervised and supported by the Counselling Psychologist and will work approximately 6 hours a week.

**Employment Dates:** August 21, 2019 – April 30, 2020

**Reports to:** Student Wellness Coordinator

## Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.5 or above
- Registered in at least your second academic year at King's throughout term of position

## Qualifications for the Peer Support Assistant role:

- Ability to develop strong interpersonal relationships
- Ability to work in a team
- Effective time management skills
- Confidence in leading groups of students
- Self-motivated
- Interest in providing personal support to students
- Strong communication and problem solving skills
- Self-reflective, mature and reliable
- A high degree of self-awareness and capacity to apply appropriate boundaries
- Experience with overcoming a personal, mental health or academic challenges
- Awareness of and sensitivity to a diverse number of issues.
- Non-judgemental and open minded

## Responsibilities:

- Attend orientation (fall and winter) in order to welcome incoming students into King's
- Adhere to policies regarding confidentiality and boundaries.
- Help students clarify their own thoughts and ideas related to their issues
- Make referrals to the Counselling Psychologist as necessary
- Facilitate the decision making process (personal and/or academic) of students seeking assistance
- Address concerns with students receiving support and notify the Counselling Psychologist of any issues.
- Assist with the training and supervision of the peer support team, including reviewing cases on a weekly basis
- Advertise student peer support.

## Mandatory Dates:

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm

- Student Leader Residence Move In Dates: Saturday, August 17, 2019
- Attend Student Leader Welcome Back Event, Wednesday, August 21, 2019, 5:00 pm
- Attend Student Leader Retreat - Thursday, August 22 – Saturday, August 24, 2019
  - Please note that the welcome event may be incorporated into the retreat. If this happens, it is likely we will leave for the retreat venue the afternoon of the 21st. Please ensure you are available by noon on that day.
- Attend On Campus Training - Monday, August 26 - Wednesday, August 28, 2019
- Assist with New Student Move In, Thursday, August 29, 2019
- Help facilitate and staff New Student Orientation, Friday, August 30, 2019
- Assist in facilitating and staffing new student information table, Tuesday, September 4 – Friday, September 7, 2019
- Meet with a King's Student Counselor at least one time in the Fall semester
  - Book an appointment online via the King's website
- Attend and help facilitate the Fall Student Retreat, Friday, September 13 – Sunday 15, 2019
  - Register for the retreat using course code UNIV065A during the first week of classes; retreat costs are fully compensated
- Participate in and promote Globe Aware Week, Monday, January 27 – Friday, January 31, 2020
- Attend training workshops and in--services on Saturday, October 19, 2019 and Saturday, January 11, 2020 as well as any others throughout the year TBD by supervisor
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am--12:00pm
- Please note that there may be additional dates that are specific to your functional area

**Expectations for all Student Leader positions:**

- Serve as a role model by demonstrating integrity inside and outside of the classroom
- Demonstrate ability to develop strong interpersonal relationships
- Set an example for what a successful student looks like by living with integrity, participating in activities throughout the year, and contributing to King's community life
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and Community Living Standards

**Honorarium:**

- Peer Support Assistants receive an honorarium of \$1140 divided over 2 semesters
- Free admission to the Fall Student Retreat

**Please Note:** Irregular hours; must be prepared to work on some evenings and weekends