

## **Job Description**

**Position Type:** On-campus

**Is this a research opportunity?:** No

**Job Title:** English Language Development (ELD) Peer Partner

**Occupation:** Education and Training

### **Job Description & Qualifications:**

#### **Program Overview:**

The English Language Development Center offers multiple programs and services to UTSC students to improve their academic performance. We strive to formulate a diverse, welcoming, and supportive environment in which all student can develop their academic language skills. The peer-partner program has been designed to expand our student support group and to encourage peer-to-peer learning and skill development. The ELD Peer Partner works to support the centre's faculty and staff during outreach events, facilitated conversations and connections as well as act as a resource for language related support for incoming students.

#### **Description:**

The peer partner is a volunteer who provides leadership in the ELD community. As a peer partner, they will play a crucial role in this community by facilitating the ELD activities and supporting the development of the students. Peer- partners will be divided up into 2 teams: ELDC Blog team and Event Coordination team. Each team will have distinct roles and responsibilities within the ELD community. This is a position for students in their 2<sup>nd</sup> year or higher at UTSC.

#### **Responsibilities:**

- Support the awareness and integration of ELDC programming into the UTSC community
- Help students become familiar with university resources; advise and refer residents to appropriate university resources as needed
- Act as a resource for language related support for incoming students

- Share information about upcoming ELDC events and involvement opportunities with the program participants

Peer Partners for the English language learning community will also have the following responsibilities depending on the team they wish to join:

#### **Blog Team:**

- Interview student leaders and professors on campus and summarize findings into short and concise paragraphs.
- Research published journal articles that are relevant to ELDC program and services
- Provide a summary and/or critique of the article you have chosen.
- Attend and provide a short summary of the ELDC events and ELDC affiliated events for the blog.

#### **Events Co-ordination Team**

- Plan, organize, and host ELDC events as a community engagement leader.
- Attend team meetings and assist with event promotion as a community engagement associate.
- Engage in conversations, and assist students during office drop-in sessions.

#### **Qualifications**

- Possesses strong verbal, written and oral English language skills
- Strong interpersonal skills
- Is approachable, open-minded, enthusiastic and responsible
- Has a strengthened sense of campus community

**Position Start Date:** Sept 3<sup>rd</sup>, 2019

**Position End Date:** April 30<sup>th</sup>, 2019

**Hours per Week:** 1-2 hours

**Schedule Details:** Meet with the ELD peer partner team every month and help coordinate one activity per month

**Number of Positions:** 10 -12

**Job-Location – Region:** Toronto

**Job-Location – Province:** Ontario

**Job-Location – Country:** Canada

**Location Details:** UNIVERSITY OF TORONTO SCARBOROUGH English Language Development Centre, AC 310. 1265 Military Trail, Toronto, Ontario, M1C 1A4

**Describe the training provided:-**

The Peer Partner must complete of all training including:

- a) Equity and Diversity ( Training by UTSC Equity and Diversity Office or qualified CTL or DSL faculty or staff)
- b) WELEAD - online “More Feet on the Ground” Mental Health Training which provides information on how to identify, support, and refer peers with mental health issues. Completion ticket must be provided
- c) ELDC Orientation Training session covering the importance of effective collaboration and communication in group-oriented activities as well as strategies for how to best bring together diverse opinions around a shared goal.

**Describe the supervision/mentoring provided:** The peer partner position will be supervised by the program coordinators who are experienced upper year students and would support the students through any immediate issues of the program. The peer partner may also seek supervision from the faculty contact at ELDC – Heather-Lynne Meacock.

**Benefits:** Peer Partners will be able to benefit from the English language development workshops, leadership training and networking opportunities. Peer Partners will be able to further develop their intercultural competencies and contribute to their student community.

**Application Deadline:** April 5<sup>th</sup>, 2019.

**Application Procedure:** Through Career Learning Network

**Application Material Required:** Resume, Letter of Interest, Other – Answer to questions:

**Additional Application Information:**

In your letter of interest please include the following:

- UToronto Email Address
- Year of Study
- Program of Study

If you have any questions please feel email us at [eldpeer@utsc.utoronto.ca](mailto:eldpeer@utsc.utoronto.ca)

We look forward to receiving your applications.

**Organization:** University of Toronto

**Division:** University of Toronto Scarborough