

General Description:

A Peer Academic Leader (PAL) is a volunteer student leader. PALs are responsible for supporting the student experience by providing academic resources and peer to peer support out of the Student Affairs Office. The position of a PAL requires an individual who is self-motivated, capable of functioning independently and within a team setting, possesses strong interpersonal and leadership skills and is willing to commit their efforts to the enhancement of student success. This position reports to the Advising Specialist in the Department of Student Affairs at St. Jerome's University.

St. Jerome's provides a supportive culture and environment for student leaders that endeavor to promote the values and mission of the University. PALs embody approachability, responsibility, and professionalism, representing the ideal role model for students working toward an engaged, balanced, and holistic student experience. PALs are selected on the basis of communication and interpersonal skills, leadership and team experience, academic success, and the capacity to build positive relationships with students and facilitate student success and engagement programming.

Qualifications:

A PAL is a full-time undergraduate student, and a member of the St. Jerome's community, who has displayed exceptional leadership qualities and capacity, and exhibits the values of St. Jerome's University. PALs must demonstrate a commitment to their academics and therefore, must consent to having the SJU Academic Advisor review their academic record.

Additional attributes include:

- Basic understanding of the importance of holistic student success.
- Strong communication and interpersonal skills.
- Capacity to excel independently as well as a member of a team.
- Strong desire to work in a team environment within the St. Jerome's community.
- Positive attitude.
- Creative thinker, problem solver, solutions oriented.
- Possesses initiative, self-motivated.
- Demonstrated ability to succeed academically while maintaining other commitments.

Commitment:

The PAL role can consist of a 4 or 8 month commitment dependent on the PALs academic schedule. PALs should be prepared to dedicate on average 5-7 hours per week in the role.

Expectations:

- Engage in team-based leadership that aligns with the general description, outcomes, expectations, and accountabilities of the position.
- Promote an inclusive community that encourages active involvement in the academic life of the University.
- Provide front line triage, and resource referral to students.
- Facilitate opportunities for students to understand the value of academic challenge and success.
- Develop capacity to plan, facilitate and evaluate programs aimed at supporting students' academic success.
- Work collaboratively with faculty, student and staff stakeholders and partners at St. Jerome's and the University of Waterloo.
- Promote the mission, services and programs of St. Jerome's University.

Training & Development:

PALs will be provided with training, coaching, and on-going development in the following areas:

- Customer service.
- Student development theory.
- Event and program planning & facilitation.
- Conflict mediation.
- Diversity and inclusivity.
- Campus partners and resources.
- Communications and outreach.
- Relationship building.
- Team and personal development.