

Job Description: Resettlement Support Peer Assistant

Start Date: End of November/Beginning December

Duration: 8 months (Up to 500 hours) subject to review in April 2021

Pay: \$16/hour plus vacation pay

Description:

Columbia College is a partner with World University Services of Canada (WUSC) and the Student Refugee Program (SRP). This program assists students with refugee status in Kenya, Uganda, Malawi, Jordan, and Lebanon to immigrate to Canada through the Student Refugee Program. Columbia College's WUSC Local Committee (WUSC-LC) will act as the primary sponsor and provide all financial, social, and academic support for the student's first 12 months in Canada.

We are hiring a student to assist in the peer-to-peer resettlement our new SRP student arriving in December 2020. The primary responsibility of this role will be to assist in the academic, social, and personal adjustment to life in Canada and at Columbia College.

This role will require face-to-face interaction both in the community and on campus, subject to COVID-19 protocols; therefore, you must be comfortable travelling within the community and to campus regularly.

The work schedule for this post will be determined based on the schedule of the selected student but **hours will range from 8-20 per week depending on the time of the semester**. This job will require flexibility with some work in the evenings and weekends required. The role requires a high degree of maturity, sensitivity, confidentiality and commitment.

Role Requirements & Qualifications

- Must be a current student at Columbia College in good academic standing with at least 2 semesters remaining at CC (must be a CC student in Winter and Summer 2021). Preference will be given to students pursuing a Political Science/International Studies concentration.
- Positive, welcoming attitude with a willingness to assist in community and campus integration
- Kind, compassionate, and patient with a willingness to help newcomers adjust to life in Canada
- Excellent communication (verbal and written) skills
- Fluency in Arabic will be considered an asset
- Proficient with MS Office (Word, Excel & PowerPoint)
- Relevant experience in organizing and planning events is considered an asset
- Must be a team player with proven ability to contribute to a professional work environment

General Duties

- Provide support to our SRP student in the areas of academic, personal, health, and social for the first 9 months, both on and off campus
- Work with Columbia College staff, volunteers, and student to ensure adequate support provided in Academic/Social/Health and Wellness activities

- Arrange and accompany the SRP student to relevant appointments in the community as required
- Provide social support and activities in the community to help integrate the SRP student into life in Metro Vancouver (minimum of at least once every two weeks)
- Lead campus awareness activities and fundraisers for the WUSC-LC. Generate student engagement and hold at least one fundraising/awareness event on campus per semester and assist in club activities at least every two weeks (COVID restrictions dependent)
- Research relevant community outreach/settlement organization events, activities, and connections
- Any other tasks as directed by the Global Scholars Program Committee.

Required Schedule of Duties

Prior to Arrival

- Purchase items for Quarantine and Welcome Kits
- Prepare Arrival Document and Community packages based on homestay location
- Attend training sessions with LC and promote opportunities for student engagement. Assist in gathering training session materials.
- Set up Laptop/Electronics with IT
- Arrange Post-Quarantine activities

First 14 days

- Greet new student at the airport and accompany them to their Homestay accommodation (with LC staff)
- Conduct daily Quarantine check-ins
- Assist student in navigating online platforms including Moodle, Zoom, Student Portal, Teams
- Provide information about registration resources: Calendar, How to read timetable, etc
- Introduce to College nurses and arrange medical appointments as necessary
- Arrange 5 Pillars (Social, Academic, Financial, Health and Wellness) Groups of staff/students with necessary check ins

First 90 days

- Community/city tour and transportation tour/training
- Introduce to affordable shopping locations and accompany for general supply/clothing shop
- Accompanying to Dental/Medical appointments
- Apply for MSP and SIN
- Introduce student to Student Services Team and overall academic support/student life
- Introduction and assisting in accessing Library and Learning Center, printing cards, etc
- Set up Orientation appointment at MOSAIC settlement organization

Ongoing

- Maintain MyCommittee account with WUSC
- Provide social face to face activities as least once every two weeks at a minimum

- Generate awareness events on campus to increase student engagement and assist in fundraising activities
- Work with LC and other students on 5 Pillars
- Adhere to budget guidelines and prepare monthly report to Global Scholars Program Committee with summary of activities/events

Interested students should email their resume and cover letter to Chelsey Acierno at cacierno@columbiacollege.ca