Lead Consent Peer Educator

POSITION OVERVIEW:	
Department:	Student Success & Engagement - Office of Student Conduct
Campus:	☒ North ☒ Lakeshore ☐ Orangeville ☐ Carrier Drive ☐ Other: Location
Hourly Wage:	$15.10/hour
Start Date	8/24/2020
Eligibility:	☒ Work Study ☐ Non-Work Study
Total Positions Available:	1 (North/UGH) 1 (Lakeshore)

Hours per Week:	16 - 20 hours/week
End Date	4/23/2021

POSITION SUMMARY:

The Lead Consent Peer Educators (LCPEs) report to the Manager, Office of Student Conduct and work under the direction of the Coordinator, Sexual Violence Prevention & Education. The LCPEs are responsible for leading the development and provision of sexual violence prevention and education initiatives, including the Consent Peer Education Program, Bringing in the Bystander, Take Back the Night, and Consent 101; leading and coaching the Consent Peer Educators (CPEs); providing direct support to the Coordinator, Sexual Violence Prevention & Education; and drawing continued awareness to the Sexual Violence Policy at Humber/University of Guelph-Humber.

DETAILED POSITION RESPONSIBILITIES:

- Lead the digital presence of the Consent Peer Education Program (CPEP) through social media platforms (Instagram, Twitter)
- Develop and maintain relationships with departments to ensure future programmatic collaborations
- Plan, lead, and execute events/initiatives alongside the Coordinator, Sexual Violence Prevention & Education for the academic year, including but not limited to: Take Back the Night, 16 Days of Activism, One Billion Rising, Sexual Assault Awareness Month, etc.
- Create event reports with descriptive summaries of all initiatives throughout the academic year (e.g. social media posts, tabling, workshops, events)
- Assist in the coordination of an assessment strategy to evaluate sexual violence prevention and education programming through reflection, feedback, surveys, etc.
- Co-facilitate the Bringing in the Bystander workshop and others by request
- Source and purchase program materials, including but not limited to: uniforms, SWAG items, promotional materials, event materials, etc.
- Provide support to the Coordinator, Sexual Violence Prevention & Education in the planning of the Bringing in the Bystander program, including content review, marketing and promotions strategy, and sourcing students, staff/faculty, and administrative support where needed
- Research and stay current with best practices at postsecondary institutions on sexual violence prevention and education, and on current trends in the field
- Maintain and organize a database for tracking information, hours, schedules, and event participation for Consent Peer Educators (CPEs) under the guidance of the Coordinator, Sexual Violence Prevention & Education
- Assist in the recruitment, training, and ongoing professional development of the CPEs
- Create a forum for the CPEs to establish open communication (e.g. Facebook, WhatsApp, Microsoft Teams, etc.)

- Assist the CPEs by offering referrals and support, and encouraging a positive work environment
- Assist the Coordinator, Sexual Violence Prevention & Education with annual performance reviews of CPEs
- Assist in the continued development and review of CPEP's structure, scope, and role of the CPEs as guided by the departmental strategic plan
- Provide direction to CPEs on website content, social media, etc. under the guidance of the Coordinator, Sexual Violence Prevention & Education
- Review all social media content, including posts, stories, direct messages, and comments submitted by the CPEs prior to publication
- Ensure compliance to Humber Branding guidelines, regulations, and outlines when creating media content shared within the Humber community
- Provide ongoing feedback on Humber's Sexual Violence & Sexual Assault website
- Source and recommend educational workshops for the College at large on topics relating to healthy relationships, responding to disclosures, sexual consent, sex positive language, intersectionality, etc.
- Invite and coordinate guest speakers alongside the Manager, Office of Student Conduct and Coordinator, Sexual Violence Prevention & Education
- Attend regular meetings with the Manager, Office of Student Conduct
- Attend bi-weekly meetings with the Coordinator, Sexual Violence Prevention & Education
- Attend monthly meetings with LCPEs and Coordinator, Sexual Violence Prevention & Education
- Hold bi-weekly one-on-ones with CPEs at their respective campus
- Plan and facilitate monthly full-team meetings with the Coordinator, Sexual Violence Prevention & Education
- Communicate respectfully with students and staff working within the Student Life Office
- Communicate effectively with supervisor and colleagues
- Write clear, conscise, and professional emails to members of the Humber community and beyond
- Role model appropriate behaviour at all times, including online (email, social media, etc.)
- Promote and encourage others to act in an appropriate manner pursuant to the Sexual Violence Policy at Humber/University of Guelph-Humber
- Promote the definition of consent in a respectful, positive, and appropriate manner
- Work front desk at the Student Life Office as needed
- Additional duties assigned by the Manager, Office of Student Conduct or Coordinator, Sexual Violence Prevention & Education

DESIRED QUALIFICATIONS:

- Completion of at least one semester of higher education
- Ability to work independently and in a team setting
- Strong verbal and written communication skills
- Strong organization skills and attention to detail
- Experience planning events and inititiatives
- Graphic design skills are considered an asset
- Additional knowledge and understanding around Human Rights and inclusion for diverse populations applicable to the Humber community and beyond is considered an asset
- Previous experience as a Consent Peer Educator is preferred
- Previous experience working in sexual violence prevention and education or health promotions is considered an asset

MANDATORY TRAINING

All Work Study roles require students to attend a set of mandatory trainings which are scheduled with their supervisor:

1. Health & Safety Training
2. AODA Accessible Customer Service Training
3. Integrated Accessibility Standards Regulation & Ontario Human Rights Code Training
4. Pathways to Human Rights, Education and Actions Training
5. Sexual Violence Training for Employees

ADDITIONAL TRAINING

August pre-service training, Bringing in the Bystander, Bringing in the Bystander Training for Trainers, any other training sessions or workshops required by the Manager, Office of Student Conduct or Coordinator, Sexual Violence Prevention & Education

ADDITIONAL COMMENTS

The Lead Consent Peer Educators (LCPEs) are required to be in good academic standing. The LCPEs are students of the institution and employment should not jeopardize their academic success. The LCPEs are expected to speak with the Coordinator, Sexual Violence Prevention & Education about any academic conflicts with their position.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process.

CO-CURRICULAR RECORD (CCR) CERTIFICATION

This position is CCR Certified. Visit humber.ca/student-life/ccr for more information.

Co-Curricular Competencies

Please check skills that all students who hold this position will be able to develop. Please contact workstudy@humber.ca with any questions on completing this section.

Communication		
☒	Reading	Interpret and respond to written material in a manner that demonstrates text literacy and ensures effective communication.
☒	Writing	Write clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience.
☒	Listening	Interpret and respond to verbal messages in a manner that ensures effective communication.
☒	Speaking	Speak clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience.
☒	Presenting	Deliver effective presentations.
☐	Visual Literacy	Interpret and respond to visual content in a manner that ensures effective communication.
☒	Strategic Networking	Use appropriate communication to build positive professional relationships and personal profile.
Numeracy & Financial Literacy		
☐	Mathematical Knowledge	Understand and execute mathematical operations accurately.
☐	Budgeting	Use knowledge and skills to manage financial resources effectively.
Critical Thinking and Problem Solving		
☒	Analysis	Evaluate multiple sources to assess credibility and logic.
☒	Decision Making	Form reasonable conclusions and/or recommendations using sufficient and relevant evidence.
☐	Operational Thinking	Apply a systematic approach and use a variety of thinking skills to solve problems.
☐	Data Analysis	Analyze and use numerical data; apply mathematical concepts and reasoning to solve real-world problems.
Digital Fluency		
☐	Technological Skills	Develop an understanding of web technologies, common office software, and hardware troubleshooting.
☐	Multimedia Skills	Develop an understanding of multiple media formats and best practices for the implementation and sharing of new media.
☐	Information Management & Evaluation	Locate, select, organize, and document information using appropriate technology and information systems.
☒	Online Etiquette	Manage professional reputation and communicate information responsibly in an online space.

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	Creativity and Innovation	
☐	Systems Thinking	Analyze a problem by understanding the interconnectedness of the groups and issues involved.
☐	Design Thinking	Solve a complex problem creatively by defining, researching, thinking, piloting and assessing.
☒	Strategic Thinking	Recognize an opportunity, identify challenges and multiple points of view; develop a plan of action.
☒	Innovative Thinking	Formulate new ideas, create new forms of expression, leverage potential and imagine new possibilities.
	Professionalism	
☒	Positive Attitude & Behaviours	Demonstrate confidence, respectful communication, gratitude, optimism, positivity, and resiliency when approaching work.
☒	Personal & Professional Management	Demonstrate professional behaviour within the work environment and set goals and priorities to balance work and personal life.
☒	Growth & Development	Assess, critique, and improve the quality of work, demonstrate ability to accept and implement feedback in a meaningful way.
	Resourcefulness	
☒	Initiative & Self-Direction	Carry out a project from start to finish, take the lead or offer support when appropriate, contribute by sharing knowledge and expertise, be innovative and resourceful by identifying and suggesting alternative ways to achieve goals and get the job done.
☒	Adaptability & Flexibility	Cope with uncertainty, learn from mistakes, adapt to changing requirements and information, proactively manage change, be open to and supportive of the thoughts, opinions, and contributions of others.
☐	Problem-Solving	Select and use appropriate tools and technologies to complete a task, apply logic in solving problems, and creatively find alternative pathways to solve problems.
	Responsibility	
☒	Accountability	Demonstrate commitment to the role, dependability, ownership for actions, responsible use of time and resources, ability to assess, weigh, and manage risk.
☒	Ethics & Integrity	Approach situations with honesty, integrity, and personal ethics, demonstrate consistency with legal and professional codes of ethics, recognize and respect people's diversity, individual differences, and perspectives.
	Relationship Management	
☒	Managing Conflict	Identify sources of conflict and initiate de-escalation strategies to overcome differences of opinion within a group or two individuals.

☒	Meaningful Relationships	Develop mutually rewarding relationships with peers and colleagues.
☒	Teambuilding	Create and implement activities, communication strategies, and actions to develop group cohesion and collaboration.

Leadership		
☒	Team Coordination	Delegate work to peers or other individuals to encourage and motivate the group to effectively work together.
☒	Mentoring	Assist individuals in developing specific skills and knowledge that enhance their personal and/or professional identity development and growth.
☒	Role Modeling	Demonstrate positive actions and behaviour to encourage others to act in an appropriate manner.
☒	Visioning	Identify a potential future and create innovative paths for the team.

Emotional Intelligence		
☐	Perceiving & Identifying Emotions	Decipher verbal and nonverbal signals from others, such as body language and facial expressions.
☒	Managing Emotions	Respond appropriately to the emotions of others and regulate my emotions effectively.

Sustainability		
☐	Environmental, Economic and Social Awareness	Analyze the relationships between global, social and economic trends, and their impact on the environment and communities.
☐	Environmental, Economic and Social Advocacy	Identify, define and advocate for the environmental, economic and social sustainability of communities, locally and globally.

Global Citizenship		
☒	Intercultural Communication	Describe the benefits and challenges of interacting with others of different cultural and national backgrounds.
☐	Cultural Identity	Reflect on and articulate the similarities and differences between personal or cultural identity; understand the impact personal experience has on the perspectives of others.
☒	Cultural Sensitivity	Apply awareness, understanding and appreciation of intercultural communication in academic, social and professional settings; develop intercultural competencies and awareness of global issues.

Social Responsibility & Civic Engagement		
☐	Active Citizenship	Define and identify what it means to be socially responsible and to be engaged in active citizenship.

☒	Awareness of Social Issues	Demonstrate awareness of complex social issues including, but not limited to: culture, race, religion, sexual orientation, ability, mental health, politics and lifestyle.
☒	Community Building	Participate in or develop training programs, activities or programs that teach or embed social awareness, social justice, health & safety, and equity issues.