ALES Apprentice Program 2017-18

The ALES Apprentice Program (formerly the Peer Helper Program) offers current ALES students the opportunity to take on meaningful leadership positions within the Faculty, help other students, act as role models while helping to strengthen the ALES community, and gain professional experiences, all of which complement students’ academic studies. Reporting to the various staff in the Faculty of ALES, ALES Apprentices will gain positive, hands-on learning experiences while supporting student engagement within the Faculty.

Apprentices will work approximately 5 hours per week between September 1, 2017 and December 8, 2017, and between January 8, 2018 and April 13, 2018. Some weeks may require more than 5 hours of work due to special events, whereas some weeks will require fewer than 5 hours of work.

Apprentices will receive a $400 leadership award at the end of each term and a reference letter from their staff supervisor.

2017-18 ALES Apprentice Positions:
ALES Apprentices will work on one of the following 8 portfolios:

- Development & Alumni Relations
- Community Service-Learning
- ALES Mentorship Program
- Communications
- Marketing & Recruitment
- Events
- International Initiatives
- Dean’s Office

Detailed Position Descriptions:

1. Development & Alumni Relations (1 Position Available)
   Reporting to Dawn Donnelly (Development Assistant), the Development Apprentice will assist with alumni and development activities on behalf of the Faculty. Building strong relationships with ALES graduates and donors is of critical importance and the Apprentice will assist with a range of activities and projects that support this work. For instance, the Apprentice will work with the Development team to help to thank donors for their gifts to the Faculty. Stewardship is crucial in engaging alumni and donors to maintain their contributions, and work is required in making calls and sending letters. Other responsibilities include supporting event planning for alumni events such as the Dean’s Breakfast during Alumni Reunion Weekend. The Apprentice should be outgoing, highly organized with strong communication skills. Good telephone skills, strong computer skills, particularly with MS Word and Excel, and the ability to relate to ALES alumni of all ages will be valued. Discretion, professionalism, respect and the ability to listen well are important.
2. **Community Service-Learning & Student Engagement (1 Position Available)**
   Reporting to Chris Daberer (ALES Student Engagement Coordinator), the Community Service-Learning (CSL) & Student Engagement Apprentice will assist in expanding the opportunity for ALES students to participate in co-curricular (not-for-credit) community service-learning activities. Community service-learning (CSL) makes learning come alive by connecting coursework with experiences in local non-profit organizations. The CSL & Student Engagement Apprentice will coordinate at least 3 days of service for ALES students throughout the academic year (this would involve identifying local community partners, coordinating dates, communicating with students, and facilitating post-service reflection activities). The Apprentice will also be heavily involved in supporting the Alternative Reading Week programs. *Preference will be given to students who have had previous experience with CSL and involvement in Faculty of ALES Engagement programming.*

3. **Communications (1 Position Available)**
   Reporting to Chris Daberer (Student Engagement Coordinator), the Communications Apprentice would aim to improve the way the Faculty communicates with its students by putting a student twist on communications efforts already underway (weekly e-newsletter, Facebook content, website content, Twitter, posterings, etc.). The Apprentice will also help to promote events going on in the Faculty, such as the Alternative Reading Week Programs and the ALES International Symposium. *This role requires excellent written communication skills and attention to detail.*

4. **Marketing & Recruitment (1 Position Available)**
   Reporting to Jillian Pratt (ALES Recruiter), the Marketing & Recruitment Apprentice will provide direct support for multiple initiatives within the Faculty’s Recruitment portfolio including coordinating photoshoots, generating content for social media, and assisting with recruitment events. *This role requires excellent communication skills, attention to detail and creativity.*

5. **Mentorship Program (1 Position Available)**
   Reporting to Chris Daberer (ALES Student Engagement Coordinator), the Mentorship Program Apprentice will help to oversee, organize and guide the student mentors. This Apprentice can be from any ALES degree program and will help organize and plan mentor training sessions, organize and plan events (i.e. kick-off party, Days of Service, study skills workshops, and wrap up party), and will assist mentors and mentees in developing a network of support. *This role requires excellent skills in active listening, interpersonal communication and providing support to peers.*

6. **Events (1 Position Available)**
   Reporting to Sharon Katzeff (ALES Public Relations & Special Events Coordinator) the Events Apprentice will provide direct support for planning events, including the Faculty’s annual lecture series and alumni events. The Faculty’s lecture series and alumni events aim to draw participation from many groups within the ALES and wider university communities, including students, staff, faculty, alumni, and industry contacts. The Apprentice will work with the P.R. & Special Events Coordinator to promote events; assist with communication, marketing and advertising initiatives; take lead roles on event days; and facilitate student engagement in Faculty events. *This role requires excellent organization, communication, and enthusiasm.*

6. **International Initiatives (2 Positions Available)**
   Reporting to Alana Turner (International Student Initiatives Coordinator), the International Initiatives Apprentices will provide direct support for major initiatives within the Faculty’s International portfolio. For instance, the Apprentice will plan an event to facilitate interaction between the Dean of ALES and the Faculty’s international students as well as connect international
students to important campus resources. The International Initiatives Apprentice will also support the ALES International Student Mentorship Program and education abroad programs. Excellent organizational skills and knowledge of the Faculty’s and University’s student support services are assets in this role.

7. Dean’s Office (1 Position Available)
Reporting to Rehana Bennett (Executive Assistant to the Dean/Vice Dean) the Dean’s Office Apprentice will provide direct support for the Faculty’s Dean’s team. The Apprentice will assist with scheduling and bookings for meetings and events planned within the Faculty. The Apprentice will also support administrative processes and communications within the Dean’s Office, especially those related to student affairs. For instance, the Apprentice will work with their supervisor to increase engagement between the Dean’s team and the ALES student body. Excellent organizational and communication skills are assets in this role. Enthusiasm and the ability to work well with others are key.

Responsibilities of all ALES Apprentices:
In addition to the tasks outlined above, all Apprentices will:

- assist with Project Serve to be held on September 23, 2017;
- represent the Faculty at Open House to be held on October 21, 2017;
- participate in regular meetings with supervisors and other Apprentices;
- maintain confidentiality;
- suggest constructive ways to enhance the role of the ALES Apprentice;
- reflect on their helping experience to improve performance and deepen learning.

Benefits of Participating in the ALES Apprentice Program:
Apprentices, supported by professional staff members, will gain:

- a sense of involvement in the ALES community and new friendships with like-minded students;
- references from supervisors and networking contacts;
- improved skills, such as time management, teamwork, organization, communication, public speaking, leadership, decision-making, etc.;
- increased awareness of university resources and services;
- development of self-esteem, self-understanding, and personal growth;
- a $400 leadership award each term.

Required Qualifications:
Applicants must:

- have completed two year of studies in the Faculty of ALES;
- be in good academic standing (GPA of 2.5 or above);
- have the ability to multi-task, work both independently and within a team environment;
- bring creative ideas and open-mindedness to the role;
- be empathetic and encouraging of student involvement within the Faculty;
- act as a positive role model for others.
Training:
All ALES Apprentices will participate in a mandatory training session to be held in September 2017. Training is intended to help Apprentices gain an increased understanding of the Faculty, the support services on campus, as well as enhanced skills related to program planning, communication, and professionalism.

Application Procedures and Deadline:
To Apply for an ALES Apprentice position: submit a résumé and cover letter indicating your position preferences to Lauren Ong, Mentorship Program Assistant, by 4:00pm on April 6th, 2017. Please submit via e-mail to questions.ales@ualberta.ca.

All ALES Apprentice positions will begin at the start of the Fall 2017 term

Please contact Chris Daberer via e-mail at cdaberer@ualberta.ca or phone at 780-492-9863 with any questions about the positions.

Please note: applicants go through an interview process to determine suitability for ALES Apprentice position(s). Interviews are approximately 20 minutes in length and will be scheduled in mid-April 2017. For assistance preparing your résumé, cover letter or improving your interview skills, contact the University of Alberta Career Centre in 2-100 SUB, or 780-492-4291.