

**Center for Academic Advising, Retention & Transitions – Peer Program Coordinators**  
UNIV Curriculum and Outreach

**DESCRIPTION**

The **Center for Academic Advising, Retention & Transitions (CAART)** invites applications for **one** Peer Program Coordinator (PPC) to assist with UNIV Curriculum and Outreach. The role of PPC is a paid leadership opportunity for current and former PAs who are looking to gain experience and skills that will enhance their career and personal development. The PPC working on Curriculum and Outreach Initiatives will gain program planning and implementation skills, presentation skills, training skills, and human resources experience, among others. PPC – Curriculum and Outreach general responsibilities include assisting CAART with developing campus partnerships, improving the Blackboard org as well as on-line resources, observing and evaluating campus partners, and developing new activities and modules for the curriculum. Office hours may fluctuate depending on the week.

**QUALIFICATIONS**

Eligible candidates must:

- Be current University 100 PA who have co-taught the course for **at least one semester** prior to the beginning of their term. Former PAs may apply with permission from the Associate Director.
- Demonstrate exceptional communication and organizational skills.
- Be easily accessible by email, as this the main method of communication with campus resources.
- Take initiative, demonstrate strong leadership ability, and demonstrate a strong commitment to CAART and PA goals.
- Be available and ready to commit significant time during peak time (Spring semester and summer). *Students graduating in May or August are ineligible for this position due to the PPC requirements in the Fall. Students graduating in December are eligible for this position.*
- Be available for PPC training.
- Remain in good academic/disciplinary standing and hold at minimum a 2.5 GPA.
- Not hold outside employment that directly interferes with the role of PPC.

**RESPONSIBILITIES (WITH ASSISTANCE FROM ASSOCIATE DIRECTOR)**

Assist CAART staff with **curriculum management and administrative tasks**, including but not limited to

- Serve as a liaison between Campus Partners, CAART, and Faculty/PAs.
- Manage shared drive with other PPCs.
- Review student survey data and Campus Partner feedback.
- Effectively communicate updates at staff meetings that pertain to Campus Partners or Blackboard.
- Work with ADs and staff in assessing the curriculum and making necessary changes.
- Assure information is archived for future needs and reference.

Assist CAART staff with **Campus Partner management and administrative tasks**, including but not limited to

- Maintain relationships with the current 21 Campus Partners, while developing relationships with Campus Partners who would be a valuable resource to UNIV 100 program.
- Communicate regularly to Campus Partners through e-mail, meetings, face-to-face conversations and bi-weekly *Campus Partner Post*.
- Assessing and modifying the Campus Partner application process and Blackboard learning materials.
- Lead spring information session and Campus Partner meetings during fall semester.
- Implement an observation process for Campus Partners, and share out the feedback.
- Coordinate the *Campus Partner Mini-Fair* in early August for Faculty.

Assist CAART staff with **Blackboard/Website management and administrative tasks**, including but not limited to

- Create, develop and manage Blackboard Org content for Faculty, PAs and Campus Partners.
- Collect, catalog, and post UNIV100 and Campus Partner resources, sample syllabi, and learning materials.
- Work to develop website content on transitions.gmu.edu, specifically UNIV100 Student Resource and Campus Partner page.
- Regularly update the suggested outside events calendar for UNIV100/150 students on Blackboard.

## **TIMELINE**

The PPC – Faculty Initiatives position will run **December 1 – December 1** during the academic year. Monthly communication and checking email are still expected during the summer in preparation for the start of the Fall semester.

An *estimated* timeline of responsibilities is listed below:

**December:** Attend training with the Graduate Assistant and Associate Director, review notes and begin to brainstorm for spring.

**January:** Begin meeting with GA and AD, look over survey data and feedback on campus partners and curriculum from previous years, discuss strategies for changes going forward.

**February:** Attend weekly meetings with GA and AD, begin outreach to campus partners from Fall to give feedback and share plans for a new campus speaker proposal structure in information sessions, identify new campus partnerships.

**March:** Attend weekly meetings with GA and AD, review and organize faculty Blackboard Org., assist with updating the UNIV100 and UNIV150 curriculum as well as the creation of new or updated assignments. Present at New Faculty Training on campus partners.

**April:** Attend weekly meetings with GA and AD, develop campus partner proposal and application process, develop website information and forms, develop plans for campus partner training and a timeline. Present at Full Faculty Meeting about updates and changes to the campus partnerships

**May:** Attend a semester wrap-up meeting with GA and AD, discuss summer projects including continued communication with campus partners and monitoring the campus partner proposal process.

**June-July:** Maintain communication with campus partners; update Blackboard Org materials provided by the campus partners.

**August:** Return early to campus to assist with UNIV Curriculum and Outreach (early move-in fee covered by CAART), attend weekly meetings with GA and AD, assist with OSCAR presentation sign up process, assist with and present at campus partner trainings.

**September-November:** Attend weekly meetings with GA, communicate with campus partners, observe and evaluate campus partner presentations, review Blackboard Org materials, assist with coordinating the EDGE event, assist with updating UNIV student evaluation as well as PA/Faculty evaluation.

**December:** Prepare end of year report, and assist with training of new PPC, communicate with campus partners, and attend meeting with AD and GA the last week of classes..

## **COMPENSATION**

The PPC for Curriculum and Outreach will earn \$1000 for a **December 1 – December 1** academic year time commitment.