

**Center for Academic Advising, Retention & Transitions  
Peer Program Coordinator - Recruitment & Selection**

**DESCRIPTION**

The **Center for Academic Advising, Retention & Transitions (CAART)** invites applications for **one** Peer Program Coordinator (PPC) to assist with Peer Advisor (PA) recruitment and selection. 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 PPCs working on recruitment and selection will gain program planning and implementation skills, presentation skills, training skills, and human resources experience, among others.

**QUALIFICATIONS**

Eligible candidates must:

- Be a full-time student currently enrolled at George Mason University.
- Be current UNIV PAs who have co-taught the course for **at least one semester** prior to the beginning of their term. Former PAs may apply with permission.
- Demonstrate excellent written and oral communication skills.
- Take initiative, demonstrate strong leadership ability, and demonstrate a strong commitment to the CAART and PA goals.
- Be available and ready to commit significant time during PA recruitment (September-February). *Students graduating in May 2016 are ineligible for this position.*
- Remain in good academic/disciplinary standing and hold at minimum a 2.5 GPA.
- Be enrolled in a manageable fall schedule that would permit dedication to the recruitment responsibilities.
- Not hold outside employment that directly interferes with the role of PPC.

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

Assisting with the recruitment and selection of PAs, including but not limited to:

- Creating recruitment timeline. Develop recruitment strategy – target key groups.
- Updating and preparing application materials.
- Updating and preparing recruitment marketing materials: flyers, advertisements, social media, posters, televisions, website, etc.
- Managing PA nomination process.
- Staffing recruitment events with current PAs. Manage recruitment event schedule.
- Assisting with applicant questions and concerns.
- Managing and preparing for kiosks, information sessions, and interviews: gathering materials, updating presentation. Presenting at information sessions. Assist with room reservations for kiosks, info sessions, and interviews.
- Managing and collecting application materials. Tracking receipt of materials. Communicating with applicants.
- Evaluating candidate applications, essays, and interviews. Assisting with selection of PAs.
- Coordinating and assisting with group and individual interviews.
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- Attending applicant selection meeting; assisting with selection of PA team.
- Coordinating Peer Program Coordinator and Senior Peer Advisor recruitment, nomination, and selection process including updating materials, website, and assisting with interviews.

Serving as a liaison with other campus offices and student groups as appropriate. Assisting CAART with other university wide programs.

Meet weekly with GA and AD in the Fall semester for recruitment & selection meetings.

Communicate with GA and AD over the summer.

## **TIMELINE**

The recruitment and selection PPC position will run **September 1<sup>st</sup> – February 1<sup>st</sup>**. Monthly communication and checking email are still expected during the summer off time in preparation for the Fall recruitment season (usually via video chat). An *estimated* timeline of responsibilities is listed below.

**September:** Schedule and confirm recruitment room reservations, seek PA staffing/involvement in recruitment events, finalize material preparation and update, implement marketing plan (print flyers, distribute marketing materials). Implement marketing strategy sheet.

**October, November, December:** Attend and manage kiosks and information sessions, continue managing staffing for events, collect and manage applications and application materials, evaluate application essays, manage interview scheduling, and communicate with applicants. Heaviest months.

**January:** Assist with staffing for group and individual interviews, manage interview scheduling, collect and catalog interview feedback, communicate with applicants, collect and catalog letters of recommendation. Assist with PA selection at selection meeting.

**February:** Review interview materials and application, assist with selection of PAs, assist with notification of PAs, create recruitment and selection debrief document, prepare materials for next PPC.

## **COMPENSATION**

Recruitment and Selection PPC will earn \$500 for a **September 1<sup>st</sup> – February 1<sup>st</sup>** time commitment.