

**Center for Academic Advising, Retention & Transitions  
Peer Program Coordinator – Training**

**DESCRIPTION**

The **Center for Academic Advising, Retention & Transitions (CAART)** invites applications for **one** Peer Program Coordinator (PPC) to assist with Peer Advisor (PA) training. 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 PA training will gain program planning and implementation skills, presentation skills, teaching 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 training (especially UNIV 330, Fridays in the spring semester). *Students graduating in May or August are ineligible for this position due to the SPA 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.
- Be enrolled in a manageable spring schedule that would permit dedication to the training responsibilities.
- Not hold outside employment that directly interferes with the role of SPA.
- **You must have been selected to serve as a Senior Peer Advisor for the 2018 calendar year in order to be eligible for this position.**

**RESPONSIBILITIES (WITH ASSISTANCE FROM GRADUATE ASSISTANT AND ASSISTANT DIRECTOR)**

Assisting with the training of PAs, including but not limited to:

- Planning and implementing the PA spring retreat to Camp Horizons with the GA and AD including location reservation and agenda planning.
- Serving as a liaison to Mason campus partners, arranging appropriate trainings for PAs.
- Co-teaching University 330 including attending all class sessions, preparing lesson plans, assisting with grading assignments, inviting and confirming presenters, taking attendance, and managing course communication.

Complete SPA responsibilities listed in the SPA job description. PPC – Training must also be an SPA.

Assist CAART staff with the management of CAART programs as appropriate, including assisting in program development.

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 to prepare for University 330 lesson plans during the months of January, February, March, April, and early May. Meet once in December to begin planning for the Spring semester.

## **TIMELINE**

An *estimated* timeline of responsibilities is listed below.

**December:** Attend PPC training, begin meeting with GA and AD to prepare for University 330 class, review previous semester University 330 lesson plans and assignments, research and draft new assignments and lesson plans, update materials and Blackboard, contact and confirm in-class presenters.

**January:** Continue preparation for University 330 including drafting new lesson plans, assignments, and in-class activities, confirm University 330 presenters, finalize lesson plans for first couple of weeks, and begin Camp Horizons planning.

**February:** Attend University 330 class meeting weekly, meet weekly with GA and AD to prepare lesson plans for University 330, meet with SPA group monthly, meet with PA group monthly, manage course communication, begin assisting with grading assignments (providing feedback on PA assignments), communicate regularly with presenters, continue planning Camp Horizons Spring retreat including materials preparation and agenda, confirm reservation of Camp Horizons.

**March, April, May:** Continue attending University 330 and preparing and implementing lesson plans, assignments, and PA communication, plan and implement Camp Horizons retreat for new and returning PAs including managing communication to PAs and planning agenda for retreat, begin crafting debrief document for next PPC including recommendations, feedback, and suggestions.

**August, September, October, November, December:** The PPC-Training will have SPA commitments during these months outlined in the SPA job description.

## **COMPENSATION**

Training PPC will earn \$500 for **December -May** time commitment. Since this PPC must also be an SPA, please see the SPA job description for additional compensation.