

PEER ADVISOR JOB DESCRIPTION

New Peer Advisors (PAs) serve a minimum **two semester term** with the opportunity to reapply in future semesters. Detailed requirements are outlined below.

Spring 2014: Immediately following PA selection, new PAs will take University 300: Peer Leadership (PAs) in the Spring 2014 semester. All PAs are required to attend the spring retreat in March, monthly PA meetings, and assist the Transition Resource Center with events (additional details below).

Fall 2014: PAs that successfully complete University 300 will be assigned to teach a University 100 course in the Fall 2014 semester. Additional fall commitments including meetings and programming are detailed below.

Spring 2015: The PA term will end in February of 2015 following PA recruitment. PAs who wish to return for the 2015-2016 year will submit a returning PA packet.

PEER ADVISOR UNIVERSITY 100 TEACHING EXPECTATIONS

- Co-teach University 100 with a Faculty member; attend all University 100 section meetings.
- Meet weekly with University 100 Faculty in person.
- Facilitate class discussion, contribute to lesson planning & preparation.
- Assist Faculty with administrative tasks: class speakers, activities, advise on grading, track attendance, journals, etc.
- Address specific student concerns, in and out of class (e-mails, phone, meetings).
- Meet 1:1 with students once per semester outside of the class time (minimum).
- Serve as a role model to new students.
- Serve as a liaison between the Transition Resource Center (TRC), Faculty, and students.
- Provide information about campus services & involvement opportunities to students.
- Participate in Outdoor Team Development Course with University 100 section.
- Maintain contact with students in the spring semester.

PEER ADVISOR PROGRAM EXPECTATIONS

- Attend *weekly* PA staff meetings in the *fall semester*, including PA kick-off event the Sunday before classes begin in August. Large PA staff meetings are held biweekly at **8pm on Tuesdays**. On the off weeks, PAs meet with their Senior Peer Advisors – meeting time to be determined in the spring 2014 semester.
- Attend *monthly* PA staff meetings in the *spring semester*. Meetings *tentatively* scheduled for **Tuesdays at 8pm**.
- Attend one individual meeting with the TRC Assistant Director in the fall semester.
- Maintain communication with Senior Peer Advisor and TRC staff; check Mason email regularly, reply to emails within 48 hours. This includes checking and reading emails during the summer months. Read the PA Pause newsletter.
- Assist with and attend Preamble (move-in the Tuesday before classes, training Tuesday evening, assist with events Wednesday-Friday) and University 100 meetings during fall move-in. PAs will be permitted to move-in early at no fee.
- Plan and attend PA sponsored programs.
- Attend at least THREE outreach events with the TRC (i.e. admissions events) in the fall and spring semesters. PAs that complete additional events will be given extra incentives.
- Assist with PA recruitment.
- **Maintain a 2.5 cumulative & semester GPA.**

PEER ADVISOR TRAINING EXPECTATIONS

- Enroll in University 300: Peer Leadership (PAs) – 1 credit course in the Spring 2014 semester: Begins **Friday, February 7, 2014, meets every Friday 8:30am-12pm until May 2, 2014**
- Attend the mandatory spring retreat: **Camp Horizons – Saturday, March 29th – Sunday, March 30th**.
- Attend Spring training & meet & greet with Faculty (April/May) & additional fall training sessions including the fall retreat in November.

COMPENSATION & TIME COMMITMENT

- Peer Advisors will be paid a *stipend* of \$700 in the Fall 2014 semester with the opportunity to earn additional compensation for those who take on extra responsibilities (i.e. teaching another section of University 100, serving in a leadership role, etc.).
- Peer Advisors receive **priority registration** in order to work their class schedule around PA staff meetings and the 1 hour 50 minute University 100 class time.
- Time commitment includes approximately 5 hours per week for University 100 (including 2 hours of class time, 1 hour meeting with a Faculty, and 1 hour of planning and grading) plus weekly PA staff meetings (1 hour). Additional commitments include PA programs, TRC outreach/recruitment events, and training requirements.
- Peer Advisors will be paid in October and December in the fall semester. PAs will be observed and evaluated by a SPA, Faculty, and the Assistant Director. The evaluation process will include a PA self-evaluation and review of performance. The December payment will depend on evaluation feedback and meeting expectations outlined above. PAs who consistently meet expectations will receive compensation outlined.