

Peer Advisor Job Description – University Studies

Peer Advisor UNIV Teaching Expectations

- Co-teach a UNIV course with a Faculty member; attend all class section meetings.
- Meet weekly with Faculty in person or virtually.
- Facilitate class discussions; contribute to lesson planning & preparation.
- Assist Faculty with administrative tasks, e.g., arranging for class speakers, activities, grading, tracking attendance, 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.
- Serve as a role model to new students; mentor new students.
- Serve as a liaison between University Studies, Faculty, and students.
- Provide information about campus services & involvement opportunities to students.
- PAs will be observed and evaluated by a Senior Peer Advisor (SPA) or University Studies staff. The evaluation process will include a PA self-evaluation and review of performance.

Peer Advisor Expectations

- Attend *biweekly* small team meetings led by Senior Peer Advisors.
- Attend *monthly* PA staff meetings, including PA kick-off event the Sunday before classes begin in August. Meetings scheduled for **Tuesdays at 7:30pm**.
- Attend one individual meeting with the University Studies supervisor.
- Maintain communication with Senior Peer Advisor and University Studies staff.
- Read the PA Pause weekly newsletter and respond when needed.
- Plan and attend PA-sponsored programs.
- Attend at least three events in the Fall semester (events will be communicated by University Studies team and include admissions events, PA recruitment, and other student success events).
- Maintain a 2.5 cumulative & semester GPA.
- Remain in good judicial standing at George Mason University.
- Be a full-time undergraduate student enrolled at George Mason University.
- Attend the overnight Camp Horizon retreat at the end of the spring semester (this is a prerequisite to teach the following Fall semester)

Peer Advisor Training Expectations

- Enroll in University 330: Peer Leadership (PAs) – 0/1 credit course

Compensation & Time Commitment

- Peer Advisors will receive a stipend of **\$1050** for the semester (per each section they teach- most PAs will teach one section per semester). The funds will be divided into seven payments paid biweekly over the semester. There will also be potential opportunities to earn additional compensation for those who take on extra responsibilities (i.e., teaching another section of UNIV, serving in a leadership role, or extra time commitments).
- Time commitment includes approximately 5 hours per week including 2 hours of class time, 1 hour meeting with faculty, and 1 hour of planning and grading plus bi-weekly PA staff meetings (1 hour).