



# ALVERNO COLLEGE

ESTABLISHED 1887

## Peer Leader Job Description

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<b>Position Title:</b> Peer Leader	<b>Date:</b> Summer 2019, Fall 2019 and/or Spring 2020
<b>Department:</b> Student Affairs	<b>Status:</b> Non - Exempt
<b>Reports To:</b> Associate Dean of Students	<b>Pay Grade:</b> \$9 hour

### Peer Leader Role Description

Peer Leaders are an integral part of the orientation experience for new weekday college undergraduate students and their families. The Peer Leader's primary role is to provide guidance and leadership to new students and facilitate activities during new student transition events, including but not limited to Student Orientation and Registration (SOAR), ILA, and FSS classes. Peer Leaders are expected to facilitate positive interactions between students and their families and assist them with the transition to the Alverno College community. Peer Leaders serve as role models, lead icebreakers, and present information on campus resources to students and their families.

### Student Orientation and Registration (SOAR)

The purpose of SOAR is to provide an informative and engaging program that allows students and their families to:

- Register for classes for the upcoming semester
- Orient to services and resources on Alverno's campus
- Meet current students, staff, and faculty.
- Take responsibility and ownership for their education.
- Have a better understanding of academic expectations and the transition to Alverno College.

### Introduction to a Liberal Arts education (ILA)

ILA serves as the first day of class for all new students at the start of their first semester. Peer Leaders assist with the schedule for the day, including but not limited to working with faculty in the FSS class, conducting icebreakers for all new students, and assisting administrators in facilitation of programs.

### First Year Student Seminar (FSS)

Peer leaders will be assigned to either an FSS class (for students direct from high school) or a transfer student brown bag schedule. The purpose is to be available as a resources to students, assist them with preparing for their Social Interaction Assessment, and orient new students to the campus community.

### Requirements

Peer Leaders must

- Be enrolled as an undergraduate student (minimum 6 credits) at Alverno College for Fall 2019 for leadership in the summer and fall semesters. Must be enrolled for Spring 2020 for leadership in the Spring 2020 semester.
- Be available and commit to working 2-3 hours a week, from August 26, 2019 – November 13, 2019. This includes 1 hour of class preparation or student involvement outside of the classroom time in addition to the time in the classroom.

- Assist in the planning and implementation of Welcome Week (August 24 - September 2, 2019): help students move in to the residence halls, direct traffic, plan events, set up and clean up events, lead small groups, perform clerical tasks, create publicity, and other duties as assigned.
- Be available to work Student Orientation And Registration events. Not all peer leaders will be required at all of the events. The number of peer leaders needed will depend on the number of students and family members signed up for each session.

**Ready to apply? Click [HERE](#) to complete your application.**

## **Job Responsibilities**

- Present, with instructor agreement, on specific topics related to course content and Alverno resources.
- Facilitate programs and lead discussions for first-year students, transfer students, and their families.
- Acquaint new students and their families with campus services, resources, and buildings.
- Familiarize new students with academic language, opportunities, and procedures at Alverno.
- Maintain knowledge and awareness of relevant academic and co-curricular information and resources
- Lead ice breakers, panel discussions and small group activities with new students.
- Recruit students to fully participate in their college experience, both inside and outside of the classroom.
- Participate in all aspects of ILA and meet with assigned FSS 125 or transfer student brown bag lunch.
- Abide by all College student conduct codes at all times.
- Represent Alverno College, its policies, services, resources, and campus departments in a professional manner to new students and their families.

## **Transferable Job Skills**

- Communication
- Problem-Solving
- Independent & Collaborative Work
- Customer Service
- Group Facilitation
- Professionalism
- Creativity
- Leadership
- Multi-Tasking
- Interviewing
- Logistics & Planning
- Thinking, Planning, and Executing
- Decision Making

## **Qualifications**

- Current Alverno student in good academic and disciplinary standing as defined by the College.
- Prior campus involvement experience (highly recommended).
- Self-directed, motivated individual who can work independently and in teams.
- Strong interpersonal communication skills: able to listen and respond to individual questions and concerns.
- Ability to effectively communicate and problem-solve with students, their families, faculty, staff, and administrators.
- Demonstrated reliability and adaptability.
- Eagerness to present in small and large groups.
- Strong public speaking and organizational skills. Must be comfortable interacting with audiences from 25-300 people.
- Desire and commitment to lead and help other students with their acclimation to Alverno.
- Ability to multi-task and balance a variety of activities, including time, academics, and co-curricular activities.

## **Compensation and Employment Benefits**

- \$9 per hour
- Meals provided during all Student Orientation And Registration events.
- Complimentary staff apparel, which will be your uniform while working.
- Learn leadership development, and large-scale event implementation skills.

## Dates and Times of Events for Summer and Fall 2019

### Training for all Peer Leaders\*

Date	Time
Monday June 3, 2019	8 am – 5 pm
Tuesday, June 4, 2019	8 am – 5 pm
Wednesday, June 5, 2019	8 am – 5 pm
Thursday, June 6, 2019	8 am – 5 pm
Friday, June 7, 2019	8 am – 5 pm

\*Not all days will go from 8-5, but you will receive a schedule and you will get paid for the hours you are in training.

### Summer 2019 SOAR Events for Fall 2019 Incoming Class

Date	Event	Time
Tuesday, June 18, 2019	Transfer Student Event	8:00 am – 2:00 pm
Tuesday, June 18, 2019	Transfer Student Event	12:00 pm – 6:00 pm
Friday, June 21, 2019	New High School Overnight Event	12:00 pm – overnight on campus
Saturday, June 22, 2019	New High School Overnight Event	8:00 am – 1:30 pm
Tuesday, July 11, 2019	New High School Event	12:00 pm – 8:15 pm
Tuesday, July 23, 2019	Transfer Student Event	8:00 am – 2:00 pm
Tuesday, July 23, 2019	Transfer Student Event	12:00 pm – 6:00 pm
Tuesday, August 15, 2019	New High School Event	12:00 pm – 5:00 pm
Friday, August 16, 2019	Transfer Student Event	8:00 am – 2:00 pm

### Fall FSS sections

Section	Time	Instructor	Title
FSS 125 A-01	W, 10:10-12:00	Susana Perez	American Girl's Daily Lives
FSS 125 B-01	M, 10:10-12:00	Jean Groshek	Mindfulness Strategies
FSS 125 B-02	M, 1:10-3:00	Jean Groshek	Mindfulness Strategies
FSS 125 C-01	T, 8:10-10:00	Jennifer Balistreri	Rise Up: Women in Leadership
FSS 125 D-01	W, 1:10-3:00	Derek Blemberg	
FSS 125 E-01	M, 10:10-12:00	Leah Olson	Surviving the Zombie Apocalypse
FSS 125 F-01	F, 10:10-12:00	Tom Reed	
FSS 125 G-01	W, 1:10-3:00	Becky Burton	CSI:Crime Science Issues (CAE section)
FSS 125 H-01	T, 1:10-3:00	Mimi Czarnik	Children's Lit: Tough Topics
FSS 125 H-02	Th, 10:10-12:00	Mimi Czarnik	Children's Lit: Tough Topics (AAS section)
FSS 125 I-01	Th, 1:10-3:00	Chris Young	Nature's Dilemmas (CAE section)
FSS 125 L	Th, 1:10-3:00	David Brooker	Global Travel & Tourism (CAE section)