Peer Leader Job Description

Position Title: Peer Leader
Date: Summer 2020, Fall 2020 and/or Spring 2021
Department: Student Affairs
Status: Non - Exempt
Reports To: Assistant Director of Advising
Pay Grade: $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 an FSS class (for students direct from high school). 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 2020 for leadership in the summer and fall semesters. Must be enrolled for Spring 2021 for leadership in the Spring 2021 semester.
• Be available and commit to working 2-3 hours a week, from August 31, 2020 – November 20, 2020. This includes 1 hour of class preparation or student involvement outside of the classroom time in addition to the time in the classroom.
• 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.
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 lunch gatherings.
- 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
- 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 2020

Peer Leaders need to be available the full week of training, as well as at least five of the ten SOAR events.

Training for NEW Peer Leaders

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday June 1, 2020</td>
<td>9am – 4pm</td>
</tr>
<tr>
<td>Tuesday, June 2, 2020</td>
<td>9am – 4pm</td>
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<tr>
<td>Wednesday, June 3, 2020</td>
<td>9am – 4pm</td>
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<tr>
<td>Thursday, June 4, 2020</td>
<td>9am – 4pm</td>
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<tr>
<td>Friday, June 5, 2020</td>
<td>9am – 12pm</td>
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Summer 2020 SOAR Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday, June 11</td>
<td>New High School SOAR</td>
<td>12:30pm – 8:00pm</td>
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<tr>
<td>Tuesday, June 16</td>
<td>Transfer SOAR – AM</td>
<td>8:30am – 12:00pm</td>
</tr>
<tr>
<td>Tuesday, June 16</td>
<td>Transfer SOAR – PM</td>
<td>12:30pm – 5:00pm</td>
</tr>
<tr>
<td>Friday, June 19</td>
<td>New High School SOAR (includes Spanish Family)</td>
<td>12:30pm – 8:00pm (with optional overnight)</td>
</tr>
<tr>
<td>Tuesday, July 21</td>
<td>Transfer SOAR – AM</td>
<td>8:30am – 12:00pm</td>
</tr>
<tr>
<td>Tuesday, July 21</td>
<td>Transfer SOAR – PM</td>
<td>12:30pm – 5:00pm</td>
</tr>
<tr>
<td>Saturday, July 25</td>
<td>New High School SOAR (Spanish only)</td>
<td>8:30am – 2:30pm</td>
</tr>
<tr>
<td>Thursday, August 13</td>
<td>New High School SOAR</td>
<td>12:30pm – 8:00pm</td>
</tr>
<tr>
<td>Friday, August 14</td>
<td>Transfer SOAR – AM</td>
<td>8:30am – 12:30pm</td>
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<tr>
<td>Friday, August 28</td>
<td>Transfer &amp; New High School – AM</td>
<td>8:30am – 12:30pm</td>
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<tr>
<td>Monday, August 31</td>
<td>ILA 100 / 200</td>
<td>10:00am – 5:00pm</td>
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Ready to apply? Click [HERE](#) to complete your application.