

Alverno College Peer Leader Job Description

Position Title: Peer Leader	Date: Summer 2021 – April 2022
Department: Student Development & Success	Status: Non - Exempt
Reports To: Assistant Dean of Students	Pay Grade: \$9 hour

Peer Leader Role Description

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.

The Peer Leader's primary role is to provide guidance and leadership to new students during:

- New student orientation events (virtual orientations, Alverno Fest, summer meet & greets)
- Introduction to Liberal Arts (ILA) 100/200 - first day of classes for new students
- First-Year Student Seminar (FSS 125) classes
 - Peer Leaders will be assigned to an FSS 125 class (required class for students direct from high school or transfer students with less than 20 college credits) based on the Peer Leaders availability

Requirements:

Peer Leaders must

- Be enrolled as an undergraduate student (minimum 6 credits) at Alverno College for Fall 2021
- Be available and commit to working 2-3 hours a week, from August 31, 2021 – May 1, 2022 (if you can only commit to one semester, please still apply!). 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 orientation 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 small and large audiences.
- 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.

Main Contact: Brooke Wegner, brooke.wegner@alverno.edu, 414-382-6317

DATES AND TIMES OF EVENTS FOR SUMMER AND FALL 2021**Training for Peer Leaders**

DATE	TIME	FORMAT
Wednesday, June 2	9am-12pm	In-Person
Thursday, June 3	9am-12pm	In-Person
Friday, June 4	9-11am	Virtual
Monday, June 7	9am-12pm	In-Person
Tuesday, June 8	9am-12pm	In-Person

Summer 2021 SOAR Events

DATE	EVENT	TIME
Tuesday, June 15	Virtual Zoom for Transfer Students	1-2pm
Thursday, June 17	Virtual Zoom for New High School	1-2pm
Saturday, June 19	Virtual Zoom for Families (Concurrent Spanish & English)	10-11am
Tuesday, June 28	F2F Alverno Fest (outdoor orientation department fair)	6-8pm
Tuesday, July 13	Virtual Zoom for Transfer Students	1-2pm
	Virtual Zoom for Transfer Students	6-7pm
Thursday, July 15	Virtual Zoom for New High School	1-2pm
	Virtual Zoom for New High School	6-7pm
Saturday, July 17	Virtual Zoom for Families (Concurrent Spanish & English)	10-11am
Tuesday, July 27	F2F Alverno Fest (outdoor orientation department fair)	6-8pm
Tuesday, Aug. 10	Virtual Zoom for Transfer Students	6-7pm
Thursday, Aug. 12	Virtual Zoom for New High School	6-7pm
Friday, Aug. 27	Virtual Zoom for ALL students	9-10am
Monday, Aug. 30	ILA 100/200	1-4pm

*In addition, we hope to have Peer Leaders assist in planning and facilitating a few outdoor summer social gatherings (i.e. campus cookout, s'mores, trip to Leons, etc.)

Click [HERE](#) to complete your application