

### **Peer Assistant Job Description**

#### **Role of the Peer Assistant**

Peer Assistants (PA's) work alongside members of the college advising staff during New Student Orientation (NSO) and Advising and Registration for Transfers (ART) to assist new students with their academic transition to the University of Houston. Because the position requires almost 30 hours a week in the summer, applicants wanting to take summer session coursework will need to have schedules approved by their college supervisor. Undergraduate and graduate students are encouraged to apply. This opportunity allows students to explore and develop interpersonal, professional and leadership skills that allow them to grow into exceptional student leaders.

#### **Mandatory Dates:**

In addition to weekly schedules which are sometimes flexible, all applicants must be available:

- April 14, 2017
- April 21, 2017
- April 28, 2017
- April 22, 2016
- May 1 – August 18, 2017

#### **Characteristics**

Peer Assistant members should possess and demonstrate the following:

- Strong knowledge of own academic area.
  - Ability to learn and understand academic requirements.
  - Understanding and support of the goals and philosophies of the University of Houston.
  - Ability to encourage academic success and to motivate self and others.
  - Strong interpersonal communication skills.
  - Ability to establish rapport with peers, students, parents, faculty and staff.
  - Ability to serve as a role model demonstrating good judgment and ethical behavior.
  - Ability to set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and for personal and University property.
  - Ability to work on a team and to be flexible.
  - Strong demonstration of leadership abilities.
  - Ability to navigate University of Houston website.
  - Knowledge of University of Houston campus resources.
  - Previous experience with Microsoft Office and PeopleSoft ( [www.my.uh.edu](http://www.my.uh.edu)) preferred.
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## Qualifications

1. Undergraduates must have a 2.5 or higher cumulative GPA **and** have completed at least 24 credit hours in residence at the University of Houston by conclusion of the Spring 2017 semester.
2. Graduate students must have completed one semester at the University of Houston by Fall 2016.
3. Available to work during scheduled New Student Conferences and trainings during Spring and Summer of 2017.

## Job Duties

Peer Assistant members will be responsible for the following:

- Assist new students with questions about UHin4.
- Communicate with students as they opt into the UHin4 program.
- Communicate University of Houston academic policies and standards to new students.
- Communicate information regarding major and minors options to new students.
- Communicate information regarding course pre-requisites to new students.
- Communicate college expectations to new students.
- Assist with Academic College's preparation prior to New Student Conferences.
- Assist with communication between Academic College and new students prior to New Student Conferences.
- Assist with class registration at New Student Conferences.
- Assist colleges with day to day office responsibilities, including but not limited to: data entry, answering calls, filing, and conducting benchmarking/research as needed.
- Assist Academic College with post New Student Conference follow-up.
- Assist Academic College's strategic planning for future terms and New Student Conferences.

## Housing

- Housing is not provided as part of this position. Students should make accommodations for summer housing on their own.

## Time Commitment

- Mandatory training sessions see **Mandatory Dates** section above.
- As needed for training during Spring 2017 semester.
- Part-time: approximately 30 hours per week, including selected work days outside of New Student Conferences during the Summer of 2017.

### **\*Instructions for Application Submission**

*The following materials must be submitted by **by 12:00pm on April 3, 2017 to the Student Services Office, Room 151, College of Architecture Building.***

1. *Completed Application*
2. *Academic Writing Sample (provide a paper you have written for a course)*
3. *Unofficial transcript*

***\*Incomplete applications and unsigned applications  
will not be reviewed***

*I certify that the above information is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*EQUAL OPPORTUNITY POLICY*** *It is the policy of the University of Houston that all applications shall receive equal opportunity for employment and that during employment shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin, handicap or veteran status.*

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**Spring/Summer 2017 Peer Assistant Application**

(Please type or print all responses)

**All Applications Due – Monday, April 3, at the Student Services Office, College of Architecture Building. Interviews will be conducted April 5-7. Colleges will contact each applicant to schedule his/her interview time.**

**Personal Data**

Name: \_\_\_\_\_  
Last First MI

PeopleSoft#: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Current Email: \_\_\_\_\_

Languages spoken fluently: \_\_\_\_\_

**Educational Information**

Present UH Classification: Freshman Sophomore Junior Senior

Student Citizenship Status: Domestic International

Academic College: \_\_\_\_\_ Major: \_\_\_\_\_

Current UH GPA: \_\_\_\_\_

Current Number of Hours Completed at the University of Houston: \_\_\_\_\_

Graduate Student: Yes or No

**Work and Involvement Experience**

Please describe your five most recent professional experiences:

Position	Time Period	Description