Peer Assistant Job Description

Role of the Peer Assistant

Peer Assistants (PA’s) work alongside members of the college advising staff during freshman and transfer orientations 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. Spring 2019 responsibilities will be scheduled around peer assistant’s academic schedules. Undergraduate and graduate students are encouraged to apply. This opportunity will allow 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:

Training

May 2nd or May 3rd from 5:00-6:30pm with Provost Office
May 13th 8:00-1:00pm with Engineering Undergraduate Programs

Orientation dates

| May 22, 2019 | June 24-25, 2019 | July 31, 2019 |
| May 29, 2019 | June 26, 2019 | August 1-2, 2019 |
| May 30-31, 2019 | June 27-28, 2019 | August 5, 2019 |
| June 3-4, 2019 | July 17, 2019 | August 7, 2019 |
| June 11, 2019 | July 18-19, 2019 | August 8, 2019 |
| June 13-14, 2019 | July 22, 2019 | August 9, 2019 |
| June 17, 2019 | July 25-26, 2019 | August 12, 2019 |
| June 20-21, 2019 | July 29-30, 2019 |

Characteristics

Peer Assistants 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) preferred.

**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 2019 semester.
2. Graduate students must have completed one semester at the University of Houston by Fall 2018.

**Job Duties**

Peer Assistants will be responsible for the following:
- Communicate University of Houston academic policies and standards to new students.
- Assist new students prior to and during orientations regarding UHin4 questions and inquiries.
- Introduce the Academic Planner to new students and assist students with module functionality.
- Communicate information regarding major and minor options to new students.
- Communicate information regarding course pre-requisites to new students.
- Communicate faculty expectations to new students.
- Assist with Academic College’s preparation prior to New Student Orientations.
- Assist with communication between Academic College and new students prior to New Student Orientations.
- Assist with class registration at New Student Orientations.
- 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 Orientations follow-up.
- Assist Academic College’s strategic planning for future terms and New Student Orientations.

**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 on May 2nd or May 3rd
- Approximately 8-10 hours per week during the Spring 2019 semester.
- Part-time: approximately 30 hours per week, including selected work days outside of New Student Orientations during the Summer of 2019.
*Instructions for Application Submission

The following materials must be submitted by noon on Friday, March 8, 2019 to the Undergraduate Programs Office, Suite E316, Engineering Building 2.

1. Completed Application (see next page)

2. Write a short essay (max. 750 words) answering the following questions (please check grammar and punctuation before submitting):
   - Think back to your first transition to UH and your first enrollment experience. What do you wish you had known then that you know now?
   - If hired, what skills would you bring to the role of a Peer Assistant?
   - Tell us why you want to become a Peer Assistant.

3. Unofficial transcript
   *Incomplete and/or unsigned applications will not be reviewed

I certify that all of the information provided 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.
Summer 2019 Peer Assistant Application
(Please type or print all responses)

All Applications Due – Noon on Friday, March 8, at the Undergraduate Programs Office, Suite E316, Engineering Building 2. Interviews will be conducted March 11-29. Colleges will contact each applicant to schedule his/her interview time.

Personal Data
Name: ___________________________________________________________

Last Name: ___________________________ First Name: ___________________________

UHID#: ___________________________ Male: _____ Female: ______

Cell Phone: __________________ Current Email: __________________

Languages spoken fluently: _____________________________

Educational Information
Present UH Classification: FR SO JR SR PB Grad
Student Citizenship Status: Domestic International

Academic College: ___________________________ Major: ___________________________

Current UH GPA: __________________
Current Engineering GPA: _______________
Current Number of Hours Completed at the University of Houston: _____________

Work and Involvement Experience
Please describe your three most recent professional experiences:

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<th>Time Period</th>
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Please list what student clubs/organizations you currently belong to:

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<th>Club/Organization</th>
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<th>Years of Involvement</th>
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