

We invite you to apply for a Peer Assistant position!

Peer Assistant Role

Peer Assistants (PAs) work closely with members of the college advising staff during orientations to assist new students with their academic transition to the University of Houston. Peer Assistants should plan to work from May 11 through August 29. The position requires up to approximately 25 hours a week in the summer, applicants who wish to take summer session coursework will need to have schedules approved by their supervisor.

Undergraduate and graduate students are encouraged to apply.

Benefits

- The position is paid \$10 per hour and can be an excellent addition to resumes.
- This opportunity allows students to explore and develop interpersonal, professional, and leadership skills that will enable them to grow into exceptional student leaders.

Application Requirements

Before you apply, please read the job description, responsibilities, and qualifications, and be sure that you are able to attend all mandatory orientation days. In order for your application to be considered, you must submit the following:

1: Peer Assistant Application

Complete all of the information on the Peer Assistant Job Application. The job application is included in this packet.

2: An Academic Writing Sample

Provide a 2+ page paper you have written for a course.

The materials above must be submitted by **Friday, March 13.**

Submit your **COMPLETED** application to:

coeug@uh.edu or in person to the front desk in 160 FH.

***Incomplete or unsigned applications will not be reviewed.**

Interviews will be conducted March 23 – 27.

****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.

Characteristics

Peer Assistant members should possess and demonstrate the following:

- Strong knowledge of their 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 MyUH 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 the conclusion of Spring 2020.
2. Graduate students must have completed one semester at the University of Houston by Fall 2019.
3. Available to work during scheduled orientations for freshmen and transfer students during Summer 2020.

Job Duties

Peer Assistants will be responsible for the following:

- Communicate University of Houston academic policies and standards to new students.
- Assist new students with questions about UHin4 and other UH practices.
- Communicate on topics of engagement and acclimation to new students, including regular orientation presentations.
- Communicate college expectations to new students, including major and minor information.
- Assist with Academic College's preparation prior to orientations.
- Assist with communication between College and new students prior to orientations.
- Assist with class registration at 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 orientation follow-up.
- Assist Academic College with Education Connection, a student event at the close of orientations.

Housing

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

Compensation and Time Commitment

- Peer Assistants will be compensated \$10 an hour for approximately 10-30 hours per week.
- [All orientation dates](#) will be required but additional working days will be necessary to prepare for orientations as well as Education Connection, an event at the end of Summer 2020.

Applicant Information

Full Name: _____ UH ID#: _____
Last First M.I.

Phone: _____ Email: _____

Languages spoken fluently: _____

Educational Information

UH Classification: Freshman Sophomore Junior Senior Graduate Student

Student Citizenship Status: Domestic International

Academic College: _____ Major:: _____

Minor: _____ UH GPA:: _____

Current Number of Hours Completed at the University of Houston: _____

Work and Involvement Experience

Please describe your five most recent professional experiences.

Position	Time Period	Description

Signature

I certify that the application 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: _____