

OFFICE OF THE PROVOST

Peer Assistant Job Description

Role of the Peer Assistant:

Peer Assistants (PA) work alongside members of the college advising staff during summer New Student Orientations (NSO). 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 will allow students to explore and develop interpersonal, professional and leadership skills that allow them to grow into exceptional student leaders.

Characteristics:

Peer Assistants should possess and demonstrate the following:

- Strong knowledge of own academic college
- Strong demonstration of interpersonal skills
- Strong demonstration of leadership abilities.
- Knowledge of the institution's academic processes, available resources, and an understanding of the foundations for academic success.
- Ability to understand the needs, interests, strengths, and weaknesses of others, and to utilize this information for contributing to the growth and development of others.
- 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 establish rapport with peers, students, parents, faculty, and staff.
- Ability to serve as a role model demonstrating good judgment and ethical behavior.
- Ability to work on a team and to be flexible.
- Ability to navigate the University of Houston website.
- Understanding and support of the goals and philosophies of the University of Houston.
- Previous experience with Microsoft Office and PeopleSoft (www.my.uh.edu) preferred.

Mandatory Dates:

Date	Day(s) of Week	Event	Delivery
April 14	Friday	Training with Retention & Graduation Initiatives	In-person
April 21	Friday	Training with Retention & Graduation Initiatives	In-person
April 28	Friday	Training with Retention & Graduation Initiatives	In-person
May 8	Monday	Reporting to Academic College	In-person

2023 Student Orientation Dates

Date	Day(s) or Week	Event	Delivery
April 21	Friday	Scholar's Invitational	In-Person
May 26	Friday	Transfer Orientation	In-person
May 30	Tuesday	Transfer Orientation	In-person
May 31	Wednesday	Virtual Orientation	Virtual
June 1 – 2	Thursday – Friday	Freshman Orientation	In-person
June 5	Monday	First Day of Summer Session	
June 7 – 8	Wednesday – Thursday	Freshman Orientation	In-person
June 9	Friday	Transfer Orientation	In-person
June 12 – 13	Monday – Tuesday	Freshman Orientation	In-person
June 15 – 16	Thursday – Friday	Freshman Orientation	In-person
June 20 - 21	Tuesday – Wednesday	Freshman Orientation	In-person
June 22 – 23	Thursday – Friday	Freshman Orientation	In-person
June 26 – 27	Monday – Tuesday	Freshman Orientation	In-person
June 28	Wednesday	Transfer Orientation	In-person
June 29 – 30	Thursday – Friday	Freshman Orientation	In-person
July 1 – 12	Saturday – Wednesday	Summer Break	
July 13 – 14	Thursday – Friday	Freshman Orientation	In-person
July 18	Tuesday	Transfer Orientation	In-person
July 19	Wednesday	Virtual orientation	Virtual
July 20 – 21	Thursday – Friday	Freshman Orientation	In-person
July 24-25	Monday – Tuesday	Freshman Orientation	In-person
July 26	Wednesday	Transfer Orientation	In-person
July 27 – 28	Thursday – Friday	Freshman Orientation	In-person
August 1	Tuesday	Transfer Orientation	In-person
August 4	Friday	Combined Orientation	In-person
August 8	Tuesday	Combined Orientation	In-person
August 11	Friday	Virtual Orientation	Virtual
August 14	Monday	Self-Paced Orientation	Virtual
August 21	Monday	First Day of Classes	

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST

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 2023 semester.
2. Graduate students must have completed one semester at the University of Houston by Spring 2023.
3. Available to attend scheduled trainings during the Spring of 2023 and work scheduled New Student Orientations during the Summer of 2023.
4. successfully completed CORE 1101 with a grade of A or A- (applicants who were Exploratory Studies but who did not take CORE 1101 may be considered for the position on a case-by-case basis.)

Job Duties:

Peer Assistant Leaders will be responsible for the following:

- Assist with communication between Academic College and new students prior to New Student Orientations.
- Assist new students prior to and during orientations regarding UHin4 questions and inquiries.
- Assist with Academic College's preparation prior to New Student Orientations.
- Assist with course enrollment during New Student Orientations.
- Communicate University of Houston academic policies and standards to new students.
- 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 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. See Mandatory Dates section above.
- Part-time: approximately 30 hours per week, including selected workdays outside of New Student Orientations during the Summer of 2023.

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***Instructions for Application Submission**

The following materials must be submitted by:
[March 10th, midnight, and via email to Jdafoe@uh.edu].

1. *Completed Application*
2. *Resume*
3. *Academic Writing Sample (provide a paper you have written for a course)*
4. *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.

Applicant Signature: _____ 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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2023- 2024 Peer Assistant Application

Applications Due – *[insert date, time, and submission method preference here]*.

Interviews will be conducted from *[insert interview timeframe here]* The Academic Colleges will contact each applicant to schedule their interview time.

(Please type or print all responses)

Personal Data

Name: _____
Last First MI

PeopleSoft#: _____ Male: _____ Female: _____

Cell Phone: _____ Current Email: _____

Languages spoken fluently: _____

Shirt Size (button-up): X-Small Small Medium Large

X-Large XX-Large XXX-Large Other _____

Educational Information

Present UH Classification:

Graduate Student _____ or Undergraduate Student _____

If an undergraduate student, please circle below:

Freshman Sophomore Junior Senior

Student Citizenship Status: Domestic International

Academic College: _____ Major: _____

Current cumulative UH GPA: _____

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

UNIVERSITY of HOUSTON

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Work and Involvement Experience

Please describe your five most recent professional experiences:

Position	Time Period	Description

Personal Data Sheet

Please complete the **Personal Data Sheet** and submit it along with your application. Please note that completion of the data sheet does not guarantee you a position, completion serves to expedite the hiring process if selected.