

UNIVERSITY of HOUSTON

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	

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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 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.

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 17, 2023 by 4:00PM].*

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 – [March 17,2023 by 4:00PM Please submit by email to kmarx@uh.edu].

Interviews will be conducted from [March 20-22,2023] 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: _____

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.

Personal Data Sheet

All Fields are Required

- Staff
 Faculty
 Student

(Please Type or Print Clearly)

Last Name	First Name	MI
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(ABOVE NAME MUST MATCH NAME ON SOCIAL SECURITY CARD)

Preferred Name if Different	Home E-mail
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Home Address (Must be in Texas)	City	County	State	Zip Code
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Mailing Address (If different)	City	County	State	Zip Code
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Home Telephone Number	Social Security Number	Birthdate
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A social security number (SSN) **MUST** be provided. If you do not have a SSN, you must provide a copy of your SSN application receipt.

Starting Salary	Hiring Supervisor's Name
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Job Title	Department
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***Gender :**

- Female
 Male

Highest Educational Level:

- B-Less Than High School
 C-High School Grad or Equivalent
 D-Some College
 E-Technical School
 F-2 Year College Degree
 G-Bachelors Degree
 H-Some Graduate School
 I-Masters Degree
 J-Doctorate (Academic)
 K-Doctorate (Professional)
 L-Post-Doctorate
 M-First Professional
 N-Post-Masters
 O-Specialist

Marital Status:

- Divorced
 Married
 Separated
 Single
 Widowed

Citizenship Statement:

- Citizen of the United States
 Lawful Permanent Resident
 #Alien authorized to work in the U.S.A.

***Race/Ethnicity:**

- White – (not of Hispanic Origin) *A person having origins in the original people of Europe, North Africa or the Middle East*
 Black – (not of Hispanic Origin) *A person having origins in any of the black racial groups of Africa or the Caribbean*
 Hispanic – *A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race*
 Asian– *A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent (i.e., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam)*
 Native Hawaiian/Other Pacific Islander – *A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands*
 American Indian/Alaska Native – *A person having origins in any of the original people of North or South America and who maintains tribal affiliation or community attachment*

***Disability Status:** (Voluntary Disclosure)

- No/None Disclosed
 Yes, I have a physical or mental impairment substantially limiting a major life activity
 Disabled Veteran – *A Veteran with a service-connected disability or receiving compensation, disability retirement benefits or pension from the military or VA*

Have you ever worked for a State of Texas Agency?

- No
 Yes If yes, please give name of agency: Were you in TRS or ORP?
Is this a **direct transfer** from another State of Texas agency? No Yes

***Veteran Status:** Are you a Veteran of the U.S. Military? (Voluntary Disclosure)

- No/Not Disclosed
 Yes If yes, please submit Veterans Questionnaire to the Office of Affirmative Action/Equal Employment Opportunity (OAA/EEO)

A social security number (SSN) **MUST** be provided. If you do not have a SSN, you must provide a copy of your SSN application receipt.
*This information is for internal purposes and/or federal/state reporting requirements. No adverse action employment action will be based upon the information you report.

Public Access Authorization

The 74th Legislature passed House Bill (HB) 1718, revising the statutes related to the disclosure of certain employee information. HB 1718 requires each employee or official of a governmental body to choose whether to allow public access to information in the custody of the governmental body. If you do not want the University to make your home address, telephone number, social security number, family data, and emergency contact available to the public, you must indicate upon hire. If you need to change your options, please log into PASS and access the Release Personal Info page. **If an employee fails to declare this information as confidential, the information will be subject to public access.**

If you ask the University to deny public access to this information, it will not be used in published directories, nor included on lists of employees secured from our files under the Public Information Act by private firms or individuals. The information will not be given to **anyone else** who may request it, as long as your authorization to deny access has not been reversed. The information will be used by the University, however, for any official business purpose, including mailing correspondence and informational materials to your home address.

PLEASE CHECK **YES OR NO** FOR EACH OF THE FOLLOWING: IF YOU CHECK MORE THAN ONE, OR NONE, THE INFORMATION WILL BE SUBJECT TO PUBLIC ACCESS.

- | | | | | |
|--------------------------|------------|--------------------------|-----------|--------------------------------------|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | HOME ADDRESS |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | HOME TELEPHONE NUMBER |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | SOCIAL SECURITY NUMBER |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | FAMILY INFORMATION |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | EMERGENCY CONTACT INFORMATION |

Department of Defense Inquiry

Section 2397 of Title 10, United States Code, applies to certain former Department of Defense employees (military service does not apply) seeking employment on a University of Houston/D.O.D. funded contract in excess of \$100,000. Therefore, it is important that you complete the following to certify your eligibility for your current and future jobs at the University of Houston.

1) Have you ever been employed by the Department of Defense? Yes No

2) If the answer is yes, please provide the following information:

Dates of employment with the D.O.D _____

Job titles or ranks held _____

A brief description of duties for each position held _____

Selective Service Registration

Effective September 1, 1999, House Bill (HB) 558, Section 651.005 prohibits an agency in any branch of state government from hiring a person as an employee if the person is of the age and gender that would require a person residing in the United States to register with the selective service system under federal law, unless the person presents proof of the person's registration with the selective service system, or proof of the person's exemption from registration with the selective service system. (See www.sss.gov for more details.)

I am required by law to be registered with the selective service system.

Acknowledge Card # _____ **Eligible Date** _____ **Expiration Date** _____

I am exempt from Selective Service Registration because:

I am female I am a male who is not between the ages of 18 and 26 years of age

I am a lawful non-immigrant on a visa (International employees on F visa, J visa or H1-B visa.)

Direct Deposit Acknowledgement

Texas Government Code, Section 403.016 requires that salary payments must be deposited directly into employees' accounts in financial institutions. To comply with this Code, employees must arrange for salary payment to be made through direct deposit to the employee's bank account. If circumstances currently do not permit you to have a bank account, please complete a Bank of America CashPay Enrollment Form and submit it to Payroll.

I certify that I understand that I am required by Texas Government Code, section 403.016 to arrange for payment of my salary by direct deposit to a financial institution.

Page 2 of 3

Employee's Initials: _____

Patent Disclosure and Assignment Agreement

This is an agreement between the University of Houston and the undersigned employee to fulfill provisions of the University's policy on intellectual property, codified as Board of Regents Policy 21.08. In consideration of my employment by the University, and for other valuable consideration, I agree as follows:

1. I will notify the University (or any individual, corporation, or governmental agency which the University may specify) of any invention which I or persons under my supervision conceive during the period of my University employment.
2. I will prepare, without notification, a disclosure statement in the form promulgated by the University and disclosing that information required by the University.
3. In accordance with the University's policy on intellectual property, I hereby assign to the University or its nominee or assignee all intellectual property rights I may have to any such invention in the United States and foreign countries, and I will supply all information and execute all papers necessary for the purpose of prosecuting patent applications on such inventions.

By signing below, I certify that I understand that I am entitled to share in revenue received by the University in a manner consistent with Board of Regents Policy 21.08 and as established by separate agreement at or following the date of disclosure. I further understand that the University may and will rely upon this agreement in making contracts with others in which the University may undertake obligations with respect to inventions and discoveries of its employees.

PASS

As soon as you receive your employee ID but no later than 2 weeks after your start date, it is your responsibility to enter and maintain the following information in PASS (People Advantage Self Service). For help with PASS please go to <http://www.uh.edu/adminservices/PASS>.

- Direct Deposit
- W-4
- Emergency Contacts
- Add additional email addresses, phone numbers and mailing address if needed
- Complete Mandatory Training within 30 days

Instructions for PASS

1. Go to <http://my.uh.edu/> and log onto PASS.
2. Your User ID is your PeopleSoft Employee ID.
3. If a default password was not emailed to you or you have forgotten your password, select the "Forgot Your Password?" link and follow the prompts. You will be required to change your password from the default emailed to you and then log back in with your new password.
4. Once you log in, you will see a link to PASS on the top left of your screen. Click "P.A.S.S. Site."

Personnel Documents Receipt

I certify that I have been furnished copies of the following:

(Click on the item to view the details)

1. [Political Aid and Legislative Influence Prohibited \(SAM 02.A.39\)](#)
2. [Ethical Conduct for Employees \(SAM 02.A.29\)](#)
3. [State Purchasing and General Services Act \(Govt. Code 2151.002\)](#)
4. [Dual Office Holding \(Govt. Code ch.574\) 73rd Legislature of Texas.](#)
5. [UH System Board of Regents Policies](#)
6. [Drug and Alcohol Abuse Prevention Policy](#)

I certify that the above information (on all three pages) is true and correct to the best of my knowledge.

Employee's Signature

Date

Page 3 of 3

Employee's Initials: _____

New-Hire Process FAQs

Why am I being sent to Human Resources?

Our HR Reps will do the following three things:

1. Make sure you are set up in our system as an employee.
2. Fill out a Federal I-9 form, which is required by the United States government for all employees.
3. Help you set up a payroll direct deposit account or a bank card so you can get paid.

How long does this process take?

Certain times of year are very busy for us, but we will make every effort to shorten your wait.

You can help by coming prepared:

1. **PeopleSoft ID.** If you are a student, the PeopleSoft ID is your Student ID. If you are new to UH and do not know your PeopleSoft ID, we can look it up or create one for you.
2. **Password.** This is the password for your PeopleSoft ID, and it may be different from the password you use to log in to other UH systems or web pages.

Before coming to HR, try logging in to pass.uh.edu. If your password does not work, please request a reset using the instructions on the PASS website.

3. **I-9 Documents.** Most employees use either a US Passport or a combination of driver's license and Social Security card for their I-9 documentation, but you may use any legal combination of documents defined by the USCIS. Please see "Documents for I-9 Completion" at <http://www.uh.edu/human-resources/forms/index.php>. Note that all documents must be original and unexpired. This is a United States law and we cannot make exceptions.

If you do not have the documents you need, please call us at 713-743-3988 or send an email to csc@uh.edu so we can advise you.

4. **Banking Information.** You will be setting up your payroll direct deposit, so you will need your bank account number and routing number. If you do not have a bank account, you can set one up at any bank, including Woodforest in the University Center.

If you do not want to use a bank, you may ask HR to give you a bank card application. You will then receive your paychecks via deposit to your card.

The University of Houston does not issue manual paychecks, other than in exceptional circumstances.

Additional Information for Foreign Nationals:

Please come prepared with the following documents to demonstrate identity and work eligibility:

- Passport with most recent visa stapled inside.
- Most recent I-94 card or printout from <https://i94.cbp.dhs.gov/I94/request.html>
- Original approval notice (not a copy) of your most recent immigration status. This may be, but is not limited to:
 - I-20 (F-1)
 - DS-2019 (J-1)
 - I-797 (H-1B)
 - I-797C (TN) *
 - EAD Card (OPT and various other statuses)

If you are unsure what documents you should bring, please call us at 713-743-3988 or send an email to csc@uh.edu.

*NOTE: An individual in TN status might not have a visa or I-94. This is not an error and is related to NAFTA.