

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. Spring 2016 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:

- March 11, 2016
- March 25, 2016
- April 1 & 2, 2016
- April 22, 2016
- June 2 – August 19, 2016

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) 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 2016 semester.
2. Graduate students must have completed one semester at the University of Houston by Fall 2015.
3. Available to work during scheduled New Student Conferences and trainings during Spring and Summer of 2016.

Job Duties

Peer Assistant members will be responsible for the following:

- Communicate University of Houston academic policies and standards to new students.
- Introduce the Academic Planner to new students and assist students with module functionality.
- Communicate information regarding major and minors 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 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.
- Approximately 8-10 hours per week during the Spring 2016 semester.
- Part-time: approximately 30 hours per week, including selected work days outside of New Student Conferences during the Summer of 2016.

***Instructions for Application Submission**

*The following materials must be submitted by **12:00 p.m. on Friday, February 5, 2016 at the Welcome Center Counter.***

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.***

2016- 2017 Peer Assistant Application

(Please type or print all responses)

All Applications Due – Friday, February 6, 2016, at the Welcome Center Counter. Interviews will be conducted Feb. 8-12th. 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