

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST

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 and Summer 2023 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

April 14th, 21st, and 28th from 3:00 - 5:00 PM with the Provost's Office

April 28th 8:00 AM - 1:00 PM with Technology Division, Cullen College of Engineering

<u>Orientation dates</u>		
<ul style="list-style-type: none">• May 26, 2023• May 30, 2023• June 1-2, 2023• June 7-8 2023• June 9, 2023• June 12-13, 2023• June 15-16, 2023• June 20-21, 2023	<ul style="list-style-type: none">• June 22-23, 2023• June 26-27, 2023• June 28, 2023• June 29-30, 2023• July 13-14 2023• July 18, 2023• July 19, 2023• July 20-21, 2023	<ul style="list-style-type: none">• July 24-25, 2023• July 26, 2023• July 27-28, 2023• August 1, 2023• August 4, 2023• August 8, 2023• August 11 2023

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 2023 semester.
2. Graduate students must have completed one semester at the University of Houston by Fall 2022.
3. Available to work during scheduled New Student Orientations and trainings during Spring and Summer of 2023.

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 April 14th, 21st, or 28th
- Approximately 8-10 hours per week during the Spring 2023 semester.
- Part-time: approximately 30 hours per week, including selected work days outside of New Student Orientations during the Summer of 2023.

***Instructions for Application Submission**

*The following materials must be submitted **by noon on Friday, March 10, 2023 to the Technology Division, Office of the Senior Associate Dean, T2, Suite 300 (Central Campus).***

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.*

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST

Summer 2023 Peer Assistant Application

(Please type or print all responses)

All Applications Due – Noon on Friday, March 10th at the Technology Division Office, Suite 300, T2 Building. Interviews will be conducted March 20-24. The Division will contact each applicant to schedule their interview time.

Personal Data

Name: _____
Last First MI

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:

Position	Time Period	Description

Please list what student clubs/organizations you currently belong to:

Club/Organization	Position	Years of Involvement
