

Position Abstract

U101 peer instructors serve as a student co-instructor with a full-time faculty or staff member for the University 101: Enhancing First Year Success 1-credit, 14 week, course. The collaborative position includes training, enrollment into EDL 3915: Internship in Peer Instruction, class preparation, in-class facilitation, and evaluation of student work.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students in which they are serving. The student leader will connect and integrate the servant leadership framework into the First-Year Experience leadership position.

Position Responsibilities

Out-of-class Preparation

- Assist in the course and syllabus planning for U101, a 1-credit elective class for incoming students.
- Meet with your primary instructor for at least 30 minutes per week outside of class to facilitate class planning.
- Attend and participate in all trainings and meetings throughout the semester
- Assist in the grading and evaluation of course work for students in your class.
- Meet with your students outside of class as needed during the semester, as a class or as individual, and continue to serve as a resource for students throughout the semester following the course.

In-class facilitation

- Attend all class sessions (75 minutes/week for 14 weeks) and assist in the facilitation/presentation of class material and activities.
- Assist the primary instructor in any activities related directly to the success of your class.
- Facilitate interaction with new students. Engage all students in conversation and activities.

Professionalism

- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and pictures on Facebook, Twitter, and other websites.
- Aid in the successful transition to college for incoming students; encouraging involvement on campus.
- Serve as a personal resource for students regarding University offices and services.
- Serve as an advocate for all components of the First-Year Experience program, including but not limited to: SLU 101, University 101, Oriflamme Fall Orientation Leaders, TRANSFERmations, Involvement Ambassadors, and Billiken Success Program.
- Maintain confidentiality of students and maintain appropriate relationships.
- Refrain from the consumption of alcohol, drugs, or any other foreign substances during all University 101 events.
- Demonstrate the willingness to complete other reasonable tasks requested by the primary instructor and the Program Director of Academic Support.

Position Expectations and Requirements

- Participate in required trainings:
 - **Spring Peer Instructor Training:** 5 hours between **April 1st - 12th 2019**
Note: U101 peer instructors will be broken into small cohorts. These small cohorts will be scheduled to meet for approximately
 - **U101 Kick-off Event:** Tentatively Scheduled for **Friday, April 26, 2019** from 3:30 to 5:00 p.m.
 - **Fall Training:** Approximately 2 hours TBD (but will be held either August 20th or 21st)
 - **Monthly Check-ins:**
 - Attend one meeting per month during the fall semester, dates are tentatively:
 - **Week of September 9-13**
 - **Week of October 7-11**
 - **Week of November 11-15**
 - The December training will be an end-of-the-year party and will be optional to attend
 - **December 2nd or 3rd**

The inability to attend training may result in forfeiture of peer instructor position. The spring and fall Trainings offer a couple of different options (typically occurring in early evening hours) to ensure as much flexibility as possible. Dates, times, and locations for these trainings will be solidified by February 14, 2019.

- Enroll in EDL 3915 Special Topics: Internship in Peer Instruction (University 101 peer instructor) for the fall 2019 semester.
- Spend approximately 3-5 hours per week for the duration of the course for class preparation, attendance, and evaluation.
- Have at least a 2.75 cumulative GPA at the end of the fall 2018 semester and maintain a 2.75 for the spring 2019 semester to retain employment. Remain in good standing academically as well as with Student Conduct. Be enrolled as a full-time undergraduate student at SLU for fall 2019.
- Have completed 1 full year at Saint Louis University
- Necessary personal characteristics for this paraprofessional position include: knowledge of SLU resources, connectedness to and involvement on campus, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, and good communication skills.

Accountability

- Peer instructors will meet regularly with and report to their assigned primary instructor. Upon selection of all primary and peer instructors, pairings will be made for each class section based on scheduling availability, designated preferences, and the needs of the U101 program.
- Peer instructors will be advised and supported by the staff of the Student Success Center.

Compensation

- Peer instructors must complete Human Resources employment paperwork with Saint Louis University as indicated during instructor training. The paperwork must be completed by August 26, 2019.
- Peer instructors, upon successful completion of their responsibilities during the U101 program, will be compensated with a \$350 (**per class, to be split if multiple peer instructors are used**) stipend before taxes.

Selection Timeline for U101 Applicants:

January 18, 2019	Application due by 5:00pm online
January 25, 2019	FYE Group Interview Day*
January 31, 2019	Notified of Individual Interviews
February 4-10, 2019	U101 Individual Interviews
February 14, 2019	Notification of final selection
February 20, 2019	Position acceptance forms due

***Please note:** Applicants who are only applying for U101 position will not be asked to participate in the group interview process. However, applicants interested in U101 and another FYE position may be required to participate in the group interview process.

All new applicants for University 101 peer instructor need to be present for the spring 2019 trainings, thus limiting the ability for students studying abroad spring 2019 from applying for participation in this program for fall 2019. Students studying abroad who are interested in University 101 are encouraged to apply for the following year, as appropriate. Returning peer instructors who intend to study abroad in spring 2019 need to contact Kelly Herbolich and include this information as part of the intent to return process.