



2021 Peer Leader Position Description

PEER LEADER POSITION DESCRIPTION

The Peer Leader is a key figure in a new student's experience at Morehead State University. Peer Leaders can and will make significant contributions to the lives of first year students.

Role of Peer Leaders

- Peer Leaders play an active role in FYS 101. Peer Leaders must be enthusiastic and have a desire to work with first year students.
- Peer Leaders assist FYS 101 instructors with teaching the course. Peer Leaders often conduct in-class activities, and assist in scheduling guest speakers and activities. Peer Leaders conduct one outside individual meetings with each student.
- The role of the Peer Leader is to provide guidance and support rather than counseling. The Peer Leader does not take the place of the professional or faculty advisor or other professional support staff.

POSITION RESPONSIBILITIES

- With the instructor's guidance, participate in the FYS 101 class. This participation may include facilitating small groups, assisting with group activities, making brief presentations with instructor's supervision, and assisting with class preparation. Peer Leaders must attend each FYS 101 class meeting.
- Schedule and conduct, in person, interviews with assigned students.
- Provide guidance and support services rather than counseling.
- Provide a positive student role model for other students to emulate.
- Assist new students in becoming more knowledgeable of academic policies and procedures, support services, university resources, campus organizations, and university activities.
- Refer students to proper MSU faculty or staff when necessary.
- Keep accurate and current records of student contacts.
- Collect information and prepare reports for evaluation of program.
- Meet with assigned faculty/staff member for training, guidance, and monitoring.
- Remain knowledgeable of academic policies, degree requirements, and services.
- Attend the training sessions offered to Peer Leaders.
- Attend meetings with the Director of First Year Program during the semester.

QUALIFICATIONS

To be eligible for consideration, applicants must:

- Exhibit knowledge of first year student issues.
- Exhibit leadership abilities.
- Exhibit a commitment to Morehead State University and the mission of FYS 101.
- Adhere to a strong code of ethics.
- Exhibit strong communication skills.
- Be able to work with a diverse group of people including students, faculty and staff.
- Be in good social standing with MSU.
- Complete 30 credit hours by August 2021.
- Have a cumulative GPA of 2.8 or higher by the end of the Spring 2020 semester.

TERMS AND CONDITIONS OF EMPLOYMENT

Length of Position

The position begins with a mandatory meeting on to be determined during the week of April 26-30, mandatory training on Monday, August 9th and Tuesday, August 11th and ends the end of finals week.

Mandatory Events

Peer Leader Meeting – Week of April 26-30—to be determined

Peer Leader Training – August 9^h & 10th – 9a-3p

All FYS 101 class meetings of assigned course(s)

One outside of class meeting with each student in assigned course(s)

Meetings with the First Year Program Director—to be determined

Compensation

Peer Leaders are paid \$8.00 per hour and are paid for time in training, FYS 101 classes, individual student meetings, and preparation time with instructor.

PEER LEADER SELECTION PROCESS AND TIMELINE

Step 1: Review the Peer Leader position description, requirements and qualifications.

Step 2: Complete Peer Leader application [here](#) by Friday, March 12th at 4:30p.

Step 3: Qualified candidates will receive an email with an interview schedule link. Interviews will be held the week of March 15th.

Step 4: Peer Leader selections will be finalized by March 19th. All interviewed candidates will be notified of the decision via email.