University 101 Peer Instructor

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 305: Internship in Peer Instruction, class preparation, in-class facilitation, and evaluation of student work. Approximately 53 sections are anticipated for fall 2015, and approximately 59 peer instructors will be selected.

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.
- 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 SLU 101, University 101, and Welcome Week/Oriflamme.
- 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 Director of Academic Support.
Position Expectations and Requirements

- Participate in required trainings:
  - **Approximately 8 hours of training during the spring 2015 semester.** Dates, times, and locations of trainings are currently being determined and will be planned by January 12, 2015.
  - **Approximately 5 hours of training on Monday, August 17, 2015 from 1:00-6:00 pm (Location TBD).**
  - Enroll in EDL 305 Special Topics: Internship in Peer Instruction (University 101 peer instructor) for 0 or 1 credit hours for the fall 2015 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 2014 semester and maintain a 2.75 for the spring 2015 semester to retain employment. Be enrolled as a full-time undergraduate student at SLU for fall 2015.
  - Applicants’ behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students’ ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible, but other behavioral concerns and conduct records are also reviewed to determine eligibility to be selected and/or retained.
  - Have completed 1 full year at Saint Louis University, preference given to applicants who will be in their 3rd or 4th year of attendance at SLU during the time of service.
  - 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 24, 2015.
- 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 New Peer Instructors:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 16, 2015</td>
<td>Application due by 11:59pm online on the Student Involvement Center’s Groups page</td>
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<td>(groups.sluconnection.com/organization/involvement)</td>
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<td>January 31, 2015</td>
<td>Group interviews</td>
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<td>February 4, 2015</td>
<td>Notified of 2nd interviews</td>
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<td>February 9-13, 2015</td>
<td>U101 2nd round interviews</td>
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<td>February 20, 2015</td>
<td>Notification of final selection</td>
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<tr>
<td>February 27, 2015</td>
<td>Position acceptance forms due</td>
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All new applicants for University 101 peer instructor need to be present for the spring 2015 trainings, thus limiting the ability for students studying abroad spring 2015 from applying for participation in this program for fall 2015. 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 2015 need to contact Kelly Herbolich and include this information as part of the intent to return process.