

University 101 Peer Instructor

Saint Louis University First-Year Experience Position Description 2012

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 including class preparation and in-class facilitation. The current anticipated number of sections and positions for Fall 2012 is 58.

Responsibilities

- Assist in the course and syllabus planning for U101, a 1-credit elective class for incoming students.
- Attend all class sessions (75 minutes/week for 14 weeks), and assist in the facilitation/presentation of class material and activities.
- Assist in the grading and evaluation of course work for students in your class.
- Meet with your primary instructor for at least 30 minutes per week outside of class to facilitate class planning.
- Assist the primary instructor in any activities related directly to the success of your class.
- Meet with your students outside of class as needed during the semester, as a class or as individuals.
- Continue to serve as a resource for students during the semester following your course.
- 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, MySpace, and other websites.
- Facilitate interaction with new students. Engage all students in conversation and activities.
- 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.

Job Expectations and Requirements

- Attend 2 training sessions: **Friday, March 30, 2012, 1:00pm - 7:30pm and Monday, August 20, 2012, 1:00pm - 7:00pm.**
- Enroll in EDI 293, Special Topics: Internship in Peer Instruction (University 101 peer instructor) for 0 or 1 credit hours for Fall 2012 semester.
- Spend approximately 3-5 hours/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 2011 semester and maintain a 2.75 for the Spring 2012 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 2012.
- 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/Compensation

- 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 Director of Academic Support, Student Success Center.
- Peer instructors must complete employment paperwork with Saint Louis University as indicated during instructor training.
- Peer instructors, upon successful completion of their responsibilities during the U101 program, will be compensated with a \$350 stipend before taxes.

Selection Timeline

January 29, 2012	Application due by 11:59pm online on the Student Involvement Center's Groups Page
February 4, 2012	Group interviews between 9:00 am - 4:00 pm
February 13-29, 2012	Individual interviews for selected applicants
March 9, 2012	Notification of final selection

All applicants for University 101 peer instructor need to be present for the Spring 2012 training, thus limiting the ability for students studying abroad Spring 2012 from applying for participation in this program for Fall 2012. Students studying abroad who are interested in University 101 are encouraged to apply for the following year, as appropriate.