

## Hines College Peer Assistant Job Description

### Role of the Peer Assistant:

Peer Assistants (PA) work alongside members of the college advising staff during summer New Student Orientations (NSO). 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. 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.

### Characteristics:

Peer Assistants should possess and demonstrate the following:

- Strong knowledge of own academic college
- Strong demonstration of interpersonal skills
- Strong demonstration of leadership abilities.
- Knowledge of the institution's academic processes, available resources, and an understanding of the foundations for academic success.
- Ability to understand the needs, interests, strengths, and weaknesses of others, and to utilize this information for contributing to the growth and development of others.
- 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 establish rapport with peers, students, parents, faculty, and staff.
- Ability to serve as a role model demonstrating good judgment and ethical behavior.
- Ability to work on a team and to be flexible.
- Ability to navigate the University of Houston website.
- Understanding and support of the goals and philosophies of the University of Houston.
- Previous experience with Microsoft Office and PeopleSoft ([www.my.uh.edu](http://www.my.uh.edu)) preferred.

### Qualifications:

1. Undergraduates must have a **2.5 or higher cumulative GPA** **and** have completed at least 30 credit hours in residence at the University of Houston by conclusion of the Spring 2024 semester.
2. Graduate students must have completed one semester at the University of Houston by Spring 2024.
3. Available to attend scheduled trainings during the Spring of 2024 and work scheduled New Student Orientations during the Summer of 2024

### Job Duties:

Peer Assistant Leaders will be responsible for the following:

- Assist with communication between Academic College and new students prior to New Student Orientations.
- Assist new students prior to and during orientations regarding UHin4 questions and inquiries.
- Assist with Academic College's preparation prior to New Student Orientations.
- Assist with course enrollment during New Student Orientations.
- Communicate University of Houston academic policies and standards to new students.
- 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 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. See Mandatory Dates section above.
- Peer Assistants will complete 3 trainings with the RGI office in the month of April and report to the colleges for additional training the week of 4/29.
- Part-time: approximately 30 hours per week, including selected workdays outside of New Student Orientations during the Summer of 2024.

**Mandatory Dates:**

4/5 (3 pm – 5pm)	Mandatory Training (RGI)
4/12 (3 pm – 5pm)	Mandatory Training (RGI)
4/19(3 pm – 5pm)	Mandatory Training (RGI)
5/28	New Student Orientation
5/29	New Student Orientation
5/30 - 5/31	New Student Orientation
6/3 - 6/4	New Student Orientation
6/6	New Student Orientation
6/10 - 6/11	New Student Orientation
6/12	New Student Orientation
6/13 - 6/14	New Student Orientation
6/17 - 6/18	New Student Orientation
6/20 - 6/21	New Student Orientation
6/24 - 6/25	New Student Orientation
6/27	New Student Orientation
7/11 - 7/12	New Student Orientation
7/15 - 7/16	New Student Orientation
7/17	New Student Orientation
7/18 - 7/19	New Student Orientation
7/23	New Student Orientation
7/25 - 7/26	New Student Orientation
7/29	New Student Orientation
7/31	New Student Orientation
8/1	New Student Orientation

**For additional questions regarding this position, please email Jennifer Mutz at [jamutz@central.uh.edu](mailto:jamutz@central.uh.edu).**