


# Peer Connections

Hiring Information Session



Icebreaker

One quality of a good team?



# General interviewing Tips

- Show professionalism and be prepared.
- Group Interview Format: mix of timed individual questions, group activity, group discussion, and self-reflection questions.
- Balance showing initiative while also being a team-player in the group.
- Answer the question, and add your own unique response.
- Be yourself!

# Culture and Work environment

- ❖ The work environment here at Peer Connections is centered around working as a team and that allows everyone's talents to flourish.
- ❖ Peer Educators receive lots of support to thrive in their roles - through 1-on-1 meetings and team meetings with their supervisors, Graduate Assistants, leads, and fellow educators.
- ❖ Peer Educators embedded with a class have the unique opportunity to work closely with a Faculty Partner.
- ❖ Peer Educators have many opportunities to grow their leadership skills through joining committees or serving as a Team Lead.

# Committees, involvement, & leadership opportunities

## Outreach

Purpose: To celebrate our center through publicizing and increasing our presence on campus

- Focus on making classroom announcements,
- creating newsletters, and
- publicizing all of our social media platforms

## Strengths

Support student success by guiding fellow Spartans on identifying their unique talents and strengths and ultimately to enhance success in academics, work and interpersonal relations.

## Appreciation

This committee is an opportunity to appreciate your coworkers in these tough times as we're all going through major life and routine changes.

# Training Expectations

- Peer Educators go through general New Hire Training in the first semester as a cohort with other roles.
- Training activities will include reflection assignments, small and large group discussions, and role plays.
- New Hire Training will cover topics for both personal and professional development, such as:
  - Active Listening & Communication Skills
  - Cultural Awareness
  - Ethics & Professionalism
  - Codependency & Setting Boundaries
  - Values & Strengths

# Typical Week of a Peer Educator

For All Roles		
New Hire Training	1 hour 30 min	Almost every week
Thursday Meetings	1 hour 15 min	2-3 times a month - refer to calendar
Community Coffee Chats	1 hour 15 min	Must Attend 2/semester
Committees	( Max.upto 2 hours per week)	Varies - depending upon committees you join

# Brief overview of each role

1. Definition of a peer educator:
  - A peer educator is a student who has had experience in navigating the university successfully

## Qualities of a Peer Educator:

- Empathetic
- Proactive
- Solution-oriented
- Openness
- Good time management
- Supportive of Peers
- Understands confidentiality
- Responsible
- Leadership skills
- Communication skills



# Brief overview of each role

## 2. Qualities needed for specific roles

### Tutors

- Academically successful
- Desire to help students
- Empathy
- Strong communication and questioning skills

### Mentors

- Empathy
- Active listening
- Confidence
- Good communication

### Learning Assistants

- Communication skills
- Flexible
- Team player
- Initiator

### S.I. Leaders

- Model student
- Organization
- Time management
- Study skills and strategies

### Peer Advisors

- Active Listener
- Communication Skills
- Enthusiastic
- Personable
- Empathetic

# Brief overview of each role

## 3. What do peer educators enjoy the most about these roles?

"Being a Learning Assistant is super rewarding because it lets you hear the very first thoughts that a student has when they learn about a new concept during class. Listening to the different perspectives each student has on a new topic helps us as an LA learn new things every day."

- Siya Bedi, Learning Assistant

"What I enjoy most about my role is being able to create personal and meaningful connections with students. Serve them as a guide in navigating college both socially and academically, and providing them with the resources they need."

- Ana Lopez, Peer Mentor

# Brief overview of each role

## 3. What do peer educators enjoy the most about these roles?

*"Having the opportunity to share corny jokes and smiles with fellow students during the learning process really makes being a peer educator a worthwhile experience."*

- Daniel Kokoski, Peer Tutor

*"Hosting workshops! It's super fun for me to share these experiences i have as a peer educator through presentations"*

- Alina Torres, Peer Advisor

# Peer Advisor

Duty	Duration	Frequency
Team meeting Early Alert Coordinator Joe	1hr 15min ish	1x week
Team meeting Success Director Janene	1 hour	1x every other week (also varies)
Team meetings (Peer Advisors only)	1 hr.-1.5 hr	1x week (varies)
Canvas Shell Prep	1-2 hours	1x week (varies)
Workshops (prep included)	1-3 hours	2-3x week (varies)
Miscellaneous admin. Work (like Social Media)	2-3 hours	1x week
Meet w/ students	1-2 hours	varies

# Supplemental Instruction Leader

Duty	Duration	Frequency
<b>Attend SI Class</b>	Varies	Varies <i>(depends on class structure/how many sections)</i>
<b>Watch Class Lecture Videos</b> <i>(if applicable)</i>	Varies	Varies <i>(depends on class structure/how many sections)</i>
<b>Prep Time</b> <i>(i.e., lesson planning)</i>	1 hour 15 min (new hires) 1 hour (returners)	Twice/Week
<b>Post-Session Duties</b> <i>(i.e., attendance &amp; after-session reflection)</i>	15 min	Twice/Week <i>(after each session)</i>
<b>Host SI Sessions</b>	1 hour	Twice/Week
<b>Meet with SI Instructor</b>	~30-45 min	Weekly or Biweekly
<b>Fill Out/Submit Timesheet</b>	< 5 min	Weekly by Friday + End of Month

# Learning Assistant

Duty	Duration	Frequency
Attend Learning Assistant Class	Must attend entire lecture	Varies ( <i>depends on class structure/how many sections</i> )
Meet with Instructor	1 hour	Weekly once
Check In with Lead LA	30 min	Once a month
Check in with supervisor	30 min	Once a month
LA Staff Meetings	1 hr 15 mins 4:30 - 5:45 pm Thursdays	Once every 2 weeks
Fill Out/Submit Timesheet	< 5 min	Weekly by Friday + End of Month

[\*] = Embedded Tutor duties

# Peer Tutor

Duty	Duration	Frequency
Facilitate one-on-one tutoring sessions	30 min or 1 hour each	<i>Varies (depends on how many hours or shifts you choose to work, very flexible hours)</i>
Write up a report summarizing each tutoring session	About 10-15 min each report	<i>Varies (again, it also depends on how many sessions you have a week)</i>
Attend class that you are embedded in [*]	Typically 1 hr, 15 min OR 2 hr, 45 min	Twice a week for 1 hr, 15 min classes Once a week for 2 hr, 45 min classes
Meet with faculty partner [*]	15-30 min	Typically once a week or every other week (as determined between you and partner)
Attend tutor team meetings	1 hour, 15 min	Biweekly
Meet with supervisor and leads	15-30 min	Biweekly with supervisor, once a month with a lead

# Peer Mentor

Duty	Duration	Frequency
Meet with students	30 min	Varies
Report summary after session	10-15 min each report	Varies
Attend class that you are embedded in	Typically 1 hr, 15 min OR 2 hr, 45 min	Twice a week Once a week  (Own time if asynchronous)
Meet with faculty partner	15-30 min	Biweekly (sometimes just emails)
Attend mentor team meetings	1 hr, 15 min	Biweekly
Meet with supervisor, leads, and GA	15-30 min	Once a month with supervisor, lead and GA
Facilitate Workshops	1 hr	Varies