

## **2022 Peer Assistant Job Description**

### **Academic Success Program Summer Session**

*Academic Success Program*  
*West Chester University of Pennsylvania*

Peer Assistants are paraprofessional undergraduate student staff members of the Academic Success Program (ASP).

The Academic Success Program is designed to provide an opportunity for a college education to those students who do not meet the current university admission requirements, but show potential for success in college. Students in the program benefit from special services designed to help them successfully adjust, academically and socially, to college life. ASP students are required to attend a summer session during which the Peer Assistant (PA) plays a significant role.

**Peer Assistants serve as mentors** to students and form links between the students, the Academic Success Program, and other resources within the University. As ASP students often do not seek out support services, the Peer Assistants reach out to students individually and in small groups to provide direct support and to inform students of university services and procedures.

Peer Assistants also foster an environment that is conducive to the enhancement of the academic, social, and personal development of students, as well as encourage a sense of community. It is also expected that Peer Assistants will promote an atmosphere of civility in which students value each individual's worth and dignity and treat one another with respect and courtesy.

This leadership position provides Peer Assistants with unique opportunities to further develop personal awareness and interpersonal communication skills vital for success in all facets of life. It is particularly beneficial to students who plan careers in counseling, education, psychology, social work, communications, and business.

#### **PROGRAM DATES**

**July 5, 2022 – August 5, 2022 (On campus)**

**\*Note: Mandatory training dates = June 24, 2022 - July 1, 2022. Must attend and participate in all training sessions to be hired for the position.**

#### **COMPENSATION:**

**Stipend** = The salary will be \$1512 (\$10.50/hour x 24 hrs/week x 6 weeks) and paid out over a bi-weekly schedule throughout the duration of the summer program.

#### **STAFF FUNCTIONS:**

1. Establish and maintain a close relationship with each student in the Peer Assistant's group. Advise students within the limits of the Peer Assistant's capabilities on academic, social, and personal

matters. Be aware of student problems and concerns including adjustment, homesickness, roommate conflicts, etc., and be interested in student goals and values. Be sensitive to students to recognize concerns and to work with them.

2. Work to create an atmosphere that is conducive to studying.
3. Be knowledgeable and provide information about campus and community resources and services. Refer students who need assistance to the appropriate campus agencies.
4. Be familiar with University and departmental policies and regulations and be able to communicate them to students. Make students aware of the potential consequences of behavior that violates University and ASP policies, procedures, rules, or regulations. Enforce policies and provide proper documentation and follow-up, as prescribed by the Program.
5. Provide an atmosphere of openness and acceptance for students to raise academic, personal, and social issues in an informal manner with an empathetic fellow student.
6. Encourage students to set goals and find the motivation to work toward academic success and achieve academic excellence.
7. Prepare necessary reports, logs, and evaluations.
8. Meet individually with each student assigned to the Peer Assistant's peer group to discuss adjustment issues, good study habits, and/or any issues of interest or concern to the student.
9. Conduct weekly peer group meetings for group bonding and development and to discuss issues of adjusting to college, topics related to program events and activities, and any issues or concerns significant to the group.
10. Meet with assigned students regarding specific concerns of the student or of ASP staff, faculty, tutors, or advisors, as needed.
11. Attend weekly Peer Assistant staff meetings with supervisors.
12. Assist with special projects/events including summer orientation and other activities.
13. Actively participate in the planning, execution, and evaluation of educational, social, and recreational programs for the students as designated during the summer ASP under the direction of the supervisors.
14. Perform other duties as assigned by supervisors.