



## **Academic Success Program**

### **Peer Assistant Job Description, 2024**

Peer Assistants are student leaders who live and work with new first-year students during the Academic Success Program's Summer Session.

The Academic Success Program (ASP) is a special admissions program for students who do not meet current admissions criteria but show potential to succeed at West Chester University. Students in the program receive services designed to assist them in acclimating to college and meeting the demands of college-level coursework.

**Peer Assistants serve as mentors and role models** to students and help connect students to the resources provided by the Academic Success Program and throughout the University. Peer Assistants reach out to students individually and in small groups to provide direct assistance 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, and encourage a sense of community. Peer Assistants also 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.

### **Peer Assistant Responsibilities**

1. Establish and maintain a close relationship with each student in your assigned peer group. Advise students within the limits of your role on academic, social, and personal matters. Be aware of student concerns such as adjustment issues, homesickness, and roommate conflicts, and show an interest in student goals and values.
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 your peer group to discuss adjustment issues, good study habits, and/or any issues of interest or concern to the student.
  9. Facilitate 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.
  12. Assist with special projects/events including move-in day and other activities.
  13. Actively participate in planning, facilitating, and evaluating educational, social, and recreational programs for the students. This includes daily activities as well as facilitating (M-Th) Study Hall.
  14. Perform other duties as assigned by supervisors.
-

## Compensation

1. Stipend = \$1,728.00 ( $\$12 \text{ per hour} \times 24 \text{ hours per week} \times 6 \text{ weeks}$ ) paid on bi-weekly schedule.

2. **\*\*Free\*\*** On-campus housing.

3. **\*\*Free\*\*** 19-Meal plan.

4. **Hours Note:** Since students are in class in the mornings, Peer Assistants may enroll in a summer II class, but must be available in the afternoons and evenings to work with students. Peer Assistants may alternate weekend hours during the summer session, to be determined during training week.

---

## Important Dates, Summer 2024

*\*Note: Candidates must be available to participate in all training sessions to be hired for this position.*

- |   |   |
|---|---|
| • Peer Assistant Move-in                    | Monday June 24, 2024  |
| • *Peer Assistant Training                  | M-Th, June 24-27, 2024  |
| • Summer ASP Student Move-in Day            | Sunday, June 30, 2024   |
| • First Day of Classes                      | Monday, July 1, 2024  |
| • July 4 <sup>th</sup> Holiday – No Classes | Thursday, July 4, 2024  |
| • Last Day of Classes/Final Exams           | Friday, August 2, 2024  |
| • Peer Assistants Move-out                  | Friday evening, August 2, 2024<br>(after classes/final exams) |