

# **Peer Education Graduate Assistant**

## **Office of First Year Programs & Learning Communities**

### **Job Description**

Our mission is to assist students with their transition from high school to college and aid in the retention of students at the University of Connecticut. We provide guidance, opportunities, and resources for students to successfully engage with the University and become learners with a purpose. Through programs and courses like First Year Experience, Peer Education, and UConn Connects, our office will help students discover the value of the intellectual, social, and cultural dimensions of the University of Connecticut.

- ▶ **FYE Mentor Program**
  - Serve as coordinator for FYE Mentor Program
  - Recruit and interview undergraduate students for ten EPSY 3020 (Peer Counseling class) TA Positions
  - Coordinate marketing and recruitment for 100 First Year Experience undergraduate mentors through information sessions, group interviews, advertising in the campus community
  - Match 100 First Year Experience Mentors with FYE/University Skills courses and serve as liaison between mentors and instructors
  - Create and plan EPSY 3020 Syllabus for the FYE Mentor course
  - Organize and implement two-day summer training for EPSY Teaching Assistants and two-day summer training for First Year Experience mentors in areas such as appropriate relationships with students, classroom management, and team building
- ▶ **UNIV 1800 (previously INTD 1800)**
  - Develop syllabus and work with an undergraduate mentor to instruct 1-2 one-credit FYE courses each semester to first year and transfer students on topics such as time management, diversity, and campus resources
- ▶ **UCONN Connects**
  - Serve as a UConn Connects facilitator to individual students who are struggling academically through education of campus and academic resources such as tutoring centers, study skills centers, and time management
- ▶ **Alpha Lambda Delta Nation First Year Honor Society**
  - Advise Alpha Lambda Delta First Year Honor Society
    - Attending weekly executive board meetings
    - Attend and support student initiated programs (Pumpkinfest, General Member meetings, spring event, etc.)
- ▶ **Learning Communities (LC)**
  - Assist LC staff with events and marketing as needed, including but not limited to:
    - Assist with the Learning Community Ambassador Program by training students in public speaking skills and how to be a spokesperson for the university
    - Collaborate with Admissions Office to plan Meet and Greet receptions for prospective students as part of the Husky for a Day program
    - Compile and design a bi-weekly newsletter about Learning Communities

#### ***Qualifications***

- Excellent professional communication skills in a variety of settings, including public speaking, meetings, telephone and email correspondence
- Strong organizational and multi-tasking skills
- Ability to work independently and as a team in student-centered environment
- Enthusiasm and commitment to working with students from a variety of backgrounds
- Computer literacy in Microsoft Outlook, Word, Power Point, Excel, and Publisher with an interest in social media including Facebook and LinkedIn

#### ***Requirements***

- 20 hours per week during standard office hours
  - Some evening and weekend hours may be required to attend trainings, receptions, and/or events
- 9 month assistantship
- Summer work available.
- *Preferred start date July 1, 2013.*