

UVC 1010 Peer Instructor Job Description

Job Description

Peer Instructors are important paraprofessional staff members of Wright State University who **teach UVC 1010: First Year Seminar I** for new students as part of the Learning Communities (LC) Program at WSU. Peer Instructors are students who serve as teachers, role models, sources of information for new students, and representatives of WSU. This position enables students to develop valuable skills in communication, teaching, leadership, organization, and creativity. The compensation for this position is **\$8.15 per hour**, and students can expect to earn about \$600 for their teaching and related duties during fall term.

We expect to hire about 50 well-qualified students to serve as UVC 1010 Peer Instructors for Fall 2012. Training, resources, the prime syllabus, supervision and mentoring will be provided. Most Peer Instructors will be assigned to work with faculty on a teaching team, although some Peer Instructors will carry full instructor responsibilities for a single section of UVC 1010.

Qualifications

- 1) Have a cumulative GPA of 2.7 or higher after Winter Quarter 2012. (Strongly preferred: 3.0 + cum. GPA)
- 2) Have earned at least 60 quarter hours of undergraduate credit after Winter Term 2012.
- 3) Have been a WSU student for at least two terms. (Preferred: three semesters)
- 4) Be in good standing with the Offices of Residence Services & Office of Community Standards and Student Conduct, including having never been convicted of a felony. A Peer Instructor job offer is contingent on the return of a clean background check.
- 5) Demonstrate an ability to relate to people from diverse backgrounds.
- 6) Have a real interest in assisting new students with their adjustment to college.
- 7) Demonstrate skills in communication, teaching, leadership, and organization --especially facilitating discussions. (Preferred: prior experience in working with groups/clubs, or teaching, coaching, or serving as a First Weekend Peer Leader.)
- 8) Have a thorough knowledge or demonstrated desire to learn about Wright State University.

Specific Duties

- 1) In consultation with the Director of Learning Communities (DLC) and your assigned faculty, develop a **syllabus** for your section of UVC 1010 following the guidelines and UVC 1010 Prime Syllabus given in training. This includes arranging guest speakers.

- 2) Incorporate the common reading, the LC text & supplement, and the Pilot Homepage into the class in a meaningful way.
- 3) Plan and lead special events for your LC as appropriate and in consultation with the DLC and your assigned faculty. This will include at least **three out-of-class events**.
- 4) **Grade** student journals, quizzes, homework assignments and exams, in consultation with your assigned faculty.
- 5) Keep accurate **records** of student attendance and assignments, in consultation with your assigned faculty.
- 6) Complete & submit online Student Employment **timecards** to the DLC on time.
- 7) Check your WSU email daily during the week and your Pilot Homepage weekly during the fall term.
- 8) Distribute all required **evaluations** to students and ensure that completed evaluations are delivered to 003 UH.
- 9) In consultation with your assigned faculty administer the common final **exam during finals week**, grade it, and conduct an **item analysis** on the students' exam responses for the DLC. Turn in all exam copies.
- 10) Submit official student **grades** online by the given due date, in consultation with your assigned faculty.
- 11) Participate in an end-of-term **evaluation** of the Peer Instructor program with the DLC.

General Responsibilities

- 1) Be present at all required training sessions and actively participate.
- 2) Arrive for each training session and class on time.
- 3) Behavior must be above reproach & set a positive example.
- 4) Clean up any personal postings on websites such as facebook: remove pictures or references to alcohol, weapons, and negative comments about WSU, etc.
- 5) Follow all university policies and procedures.
- 6) Serve as a knowledgeable resource person & representative of WSU.
- 7) Be sensitive and responsive to the needs of all students regardless of gender, race, religious beliefs or practices, abilities, creed, national origin, sexual orientation, or socio-economic class.
- 8) Promote an environment that appreciates, promotes an understanding of, and celebrates pluralism and diversity.
- 9) Immediately notify the appropriate channels of any concerns regarding a student's behavior, adjustment to school and /or emotional distress.
- 10) Report any safety and/or health concerns promptly.
- 11) Encourage students to be responsible to the community and act in a courteous and patient manner.

- 12) Peer Instructors may not consume alcoholic beverages or be under the influence of alcohol or a controlled substance when teaching or involved in out-of-class UVC 1010 activities.
- 13) Peer Instructors may not plan or co-sponsor any event where alcohol will likely be easily available to an under-aged student.
- 14) Adhere to all local, state, and federal laws.
- 15) Peer Instructors may not date first year seminar students or faculty during the period of employment.
- 16) Assume additional related LC responsibilities as assigned, requested, or delegated by the DLC.

Trainings, Meetings, Class Time, and Office Hours

2012 Trainings:

Participate in Peer Instructor **Training Sessions:** (Put these dates on your calendar!)

Session I:	3:00 pm – 9:00 pm, Friday, May 25	(required of all)
Session II:	3:00 pm – 8:00 pm, Friday, June 1	(required of all)
Session III:	1:00 pm – 5:00 pm, Friday, June 8	(required of all)
Session IV:	9:00 am – 4:00 pm, Friday, July 13	(required of only new)
Session V:	9:00 am – 4:00 pm, Friday, Aug. 3	(required of only new)
Session VI:	9:00 am – 4:00 pm, Monday, Aug. 13	(required of all, except RAs)
Wrap-up:	tentative: morning, Tuesday, Dec. 11	(required of all)

Meetings:

Attend a Peer Instructor Supervision Seminar & Staff Meeting **weekly** during fall qtr.
(choose **Monday 4:10-5:00 pm**, **Tuesday 2:30-3:20 pm**, **Thursday 9:00-9:50 am**, or **Friday 9:35-10:25 am**).

Class Time:

Teach one section of UVC 1010 which meets once a week. This includes facilitating activities & discussions on various college success and adjustment topics, including diversity education, time management, campus resources, & academic success skills, in consultation with your assigned faculty.

Office Hours:

Hold a weekly "Office Hour" in 003UH for students.

Compensation

Peer Instructors will be paid **\$8.15 per hour** for five to seven hours per week:

- one hour for teaching their UVC 1010 class once a week,
- one hour for attending the Peer Instructors Supervision Seminar, and
- two to four hours for out-of-class preparation, administration, grading, and leading co-curricular activities with the class, in consultation with your assigned faculty. (This includes the office hour.)

This limit of seven hours paid per week can only be exceeded with prior approval from the DLC.

Therefore **most weeks a Peer Instructor would be paid for 4-7 hours of work.** Peer Instructors will also be paid for training during the summer.

I agree to uphold the duties and responsibilities of a UVC 1010 Peer Instructor as outlined above. I understand that my section must achieve minimum enrollment (12 students) by August 3rd, 2012, or it may be cancelled and my position terminated immediately. My position may also be terminated for failure to fulfill this contract and the duties herein.

The UVC 1010 Peer Instructor Application Process

First, pick up a *UVC1010 Peer Instructor Application Form* in **003 University Hall**. Complete the form and write your statement.

Your statement will serve as an indication of your skill in written communication.

Minimum length: 700 words -- typed, double-spaced, spell and grammar-checked. It should include the following:

1. Interest in the position & reasons for seeking it.
2. Background and experiences that qualify you to be a UVC 1010 Peer Instructor. Be sure to describe your experiences working with people after your graduation from high school. Highlight experiences teaching, coaching, mentoring, or leading a group.
3. Involvement with campus life: student clubs, activities, residential community events, etc.
4. Personal qualities that will help you be an effective Peer Instructor.

The application form will ask you to provide the names and phone numbers of **two references**, at least one of whom is a WSU faculty or staff member.

For first consideration, submit your completed application form and 700-word statement of interest **to Catherine Queener**, Director of Learning Communities, University College, **003 University Hall**, **by April 2, 2012**. Late applications may be accepted through the end of April if it appears that not all positions can be filled from the initial pool of candidates.

Well-qualified applicants will be invited to **interview**, starting in February. The hiring decision and assignment of a UVC 1010 section will take place in mid-May. UVC 1010 Peer Instructors must complete paper work required by Student Employment before Peer Instructor training.

Returning UVC1010 Peer Instructors from Fall 2011 who wish to teach again are expected to re-apply for Fall 2012 positions. Do fill out the application form; however, instead of a statement of interest, substitute a 300 word statement about your experiences teaching UVC1010 last fall and outline three changes you might make for next fall along with your reasons.

Please e-mail questions to catherine.queener@wright.edu

► **Keep this job description for your information** ◀

Thanks for your interest!