**Peer Advisor Job Description**

New Peer Advisors (PAs) serve a minimum two semester term with the opportunity to reapply in future semesters.

- **Spring 2019:** Immediately following PA selection, new PAs will take University 330: Peer Leadership. All PAs are required to attend the spring retreat in April, monthly PA meetings, and assist the CAART with events.
- **Fall 2019:** PAs that successfully complete University 330 will be assigned to teach a UNIV course in the Fall 2019 semester. Additional fall commitments including meetings and programming are detailed below.
- **Spring 2020:** The PA term will end in February 2020 following PA recruitment. PAs who wish to return for the 2020-2021 year will submit a returning PA packet.

**Peer Advisor UNIV Teaching Expectations**

- Co-teach a UNIV course with a Faculty member; attend all class section meetings.
- Meet weekly with Faculty in person.
- Facilitate class discussion; contribute to lesson planning & preparation.
- Assist Faculty with administrative tasks: class speakers, activities, advise on grading, track attendance, journals.
- Address specific student concerns, in and out of class (e-mails, phone, meetings).
- Meet 1:1 with students once per semester outside of the class time (minimum).
- Serve as a role model to new students; mentor new students.
- Serve as a liaison between the CAART, Faculty, and students.
- Provide information about campus services & involvement opportunities to students.
- Maintain contact with students in the spring semester.

**Peer Advisor Program Expectations**

- Attend biweekly small team meetings. PAs meet with their Senior Peer Advisor-led small team every other week – meeting time to be determined in the Spring 2019 semester.
- Attend monthly PA staff meetings in the Spring 2019 and Fall 2019 semesters, including PA kick-off event the Sunday before classes begin in August. Meetings scheduled for Tuesdays at 7:30pm (peer advisors receive priority registration to be able to accommodate their class time and meeting times. If selected, you should not schedule a class Tuesdays from 7:20-10:00pm unless it is the ONLY section available and it is required for your program.)
- Attend one individual meeting with the CAART Assistant Director and Graduate Assistant in the Fall and Spring semesters.
- Maintain communication with Senior Peer Advisor and CAART staff; check Mason email regularly, reply to emails within 48 hours. This includes checking emails during the summer months. Read the PA Pause.
- Assist with and attend Preamble (move-in the Monday before classes, training Tuesday, and assist with events Wednesday-Friday). PAs will be permitted to move-in early at no fee.
- Plan and attend PA sponsored programs.
- Attend at least THREE outreach events with the CAART (i.e. admissions events) in the Fall and Spring semesters. PAs that complete additional events will be given extra incentives. Assist with PA recruitment.
- Maintain a 2.5 cumulative & semester GPA.
- Remain in good judicial standing at George Mason University.
- Be a full-time undergraduate student enrolled at George Mason University.

**Peer Advisor Training Expectations**

- Enroll in University 330: Peer Leadership (PAs) – 1 credit course in the Spring 2019 semester: Begins Friday, February 8, 2019, meets every Friday 8:30am-12pm until May 3, 2019
- Attend the mandatory spring retreat: Saturday, April 13 – Sunday, April 14, 2019
- Attend Resource Rev-Up Spring Training: Monday, May 6, 2019

**Compensation & Time Commitment**

- Peer Advisors will be paid $700 in the Fall 2019 semester with the opportunity to earn additional compensation for those who take on extra responsibilities (i.e. teaching another section of UNIV, serving in a leadership role).
- Peer Advisors receive priority registration in order to work their class schedule around PA staff meetings and the 1 hour 50 minute class time.
- Time commitment includes approximately 5 hours per week including 2 hours of class time, 1 hour meeting with a Faculty, and 1 hour of planning and grading plus bi weekly PA staff meetings (1 hour). Additional commitments include PA programs, CAART outreach/recruitment events, and training requirements.
- Peer Advisors will be paid biweekly in the Fall semester. PAs will be observed and evaluated by a SPA, Faculty, and the Assistant Director. The evaluation process will include a PA self-evaluation and review of performance.