Academic Success Program

2014 Peer Leader Application Packet

Directions for Application

1. **Complete the Peer Leader Application and include the following material**:

- Academic Success Program Application
- Resume
- Official or unofficial transcript from all colleges or universities attended
- List of names and contact information for two references

  (**References can include but are not limited to professors, academic advisors, supervisors, coaches, etc. Please inform all references that they will be contacted by the Academic Success Program)

2. **Return the completed application <u>in person on or before Friday, March 28th</u> to the Academic Success Program office**:
   Rebecca Lee-Harris, Graduate Assistant
   Shippensburg University
   Wright Hall Room 128
   If Rebecca is not in the office, please return application to her mailbox in room 132

3. **Ensure you are available during all parts of the application process outlined below**:

Friday, 3/28	Application is due to the Academic Success Program Office
Week of 3/31-4/4	Applications will be reviewed and Peer Leader candidates will be notified via email of their application status
Week of 4/7 -11	Peer Leader interviews will be conducted (**30 minute interviews will be scheduled during this week)
Thursday, 4/16	Applicants will be notified about whether they are chosen for the position
Thursday, 4/28	Mandatory Peer Leader Training (**Tentative time for Mandatory Peer Leader Training is 3:30 – 5:30 pm)

Academic Success Program Peer Leader Job Responsibilities

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Summer Program Overview

The primary objective of Peer Leaders is to ensure the social and academic adjustment of over 160 conditionally admitted, first year Shippensburg University students. Working in conjunction with ASP staff, Peer Leaders will strive to broaden the personal and cultural horizons of the first-year ASP population. Peer Leaders will have the responsibility to mentor and guide incoming first-year ASP students. Peer Leaders will model and teach effective study skills and time management practices, as well as have the ability to refer their students to appropriate campus and community resources as needed. In addition, Peer Leaders may explore career possibilities with students and provide limited academic coaching. For more information about the ASP mission and program, please refer to our website: **http://www.ship.edu/asp/**

Overview of Responsibilities

- Reside on campus in the residence hall to assist in providing supervision to all ASP participants, and specifically to an assigned group of students, in order to help facilitate successful adjustment to college.
- Model behavior that results in establishing and maintaining positive, respectful, mentor relationships with assigned group in particular and all participants in general.
- Participate in ALL activities and training for the duration of the Summer Program including but not limited to: ASP 101 course meetings, study halls, directors meetings, college success seminars, learning enhancement workshops, service learning projects, reality check and major decisions workshops, as well as all other social, cultural, educational and recreational activities.
- Provide information about campus and community resources.
- Be available to students and other staff members for conferences as it pertains to student problems.
- Clarify, monitor adherence to, and enforce ASP rules, policies, and procedures.
- Maintain contact with students to monitor their progress and behavior during the summer residential program.
- Maintain enthusiasm for the project and students throughout the entire summer.
- Abide by all the policies and procedures of Shippensburg University and the Academic Success Program.

Specific Job Duties

- Attend all pre-program trainings: April 28th, June 11-13 & July 1 -3.
- Attend the entire ASP Summer Bridge Program which runs from July 6th – August 8th. In addition to the daily programming and course meetings, Peer Leaders will be responsible for attending weekly and daily staff meetings throughout the summer.
- Meet daily with assigned student group during ASP 101 course, as well as group and individual study hours.
- Enroll in two Shippensburg University summer college courses; ASP students who are Peer Leaders must enroll in the ASP 102: Leadership and Community which is a May term 3 course (online). The other course can be of the Peer Leader's choosing in either term 3, 4 or 5 during the summer.
- Build leadership skills through planning, leading, and participating in all program experiences.
- Assist with ASP 101 classroom instruction, activities and study groups.
- Assist Graduate Students in monitoring study hours and assist participants with homework as needed.
- Uphold duty roster responsibilities including taking attendance at all ASP events.
- Plan and implement weekly social/recreational activities with Peer Leader staff and report final decisions to Peer Leader Coordinator for final approval.
- Other responsibilities as assigned by ASP staff, as this list is not all-inclusive.

Availability of Peer Leader Staff

- Be available to participants 24 hours a day Monday through Friday while participants are on campus. Peer Leaders are expected to be on campus on weekends during the summer program and must notify ASP staff ahead of time if this expectation cannot be met.
- Adhere to daily work schedule as assigned by Program Director, Counselors, and Peer Leader Coordinator which may include errands, etc.
- This is a full time job. Working a second job during the week without permission from the Program Director will be prohibited.
- Peer Leaders are hired at will.

Academic Success Program Peer Leader Information

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Peer Leader Stipulations

- Applicants must be willing and available to attend/work all dates below:

  Peer Leader Orientation: Thursday, April 28th *tentative time is from 3:30 – 5:30 pm*
  All-Staff Training: June 11-13 & July 1 -3 *dates are tentative*
  Summer Program: July 6th – August 8th
  (Peer Leaders will be required to stay in residence hall)

- Peer Leaders must be in good academic standing.
- Must sign Peer Leader contract outlining expectations and limitations regarding attitude, underage drinking, confidentiality, and expectations of the Peer Leader (will be given at first Peer Leader Orientation).
- Peer Leaders are allowed one documented, excused absence during the summer program (i.e. doctor's note, funeral, or emergency situation).
- This is a demanding position; therefore Peer Leaders may not have other part-time jobs during the employment period unless approved by the Program Director.

Qualifications

Applicants must meet the following criteria:

- Completed 24 college credits by the end of the spring 2014 semester; at least 1 full semester must have been completed at Shippensburg University.
- A minimum of a 2.0 cumulative GPA.
- Students who are on academic probation during spring 2014 are not eligible to apply to become Peer Leaders.

Preference will be given to applicants who:

- Demonstrate strong leadership skills, good character and judgment, as well as strong ethical decision making skills.
- Were nominated by an ASP Counselor, Graduate student, or ASP 101 Faculty member.

Compensation

Total compensation package is equivalent to over $2500 which includes the following:

- Six (6) Shippensburg University college credits tuition waiver (<u>students are required to purchase their own books and materials for courses</u>).
- Peer Leaders may not take any course that meets between 1 pm – 4 pm Monday through Thursday during Summer Term 5, July 7th – August 8th, as they **must** be available for Peer Leader duties during that time period.
- Free room at Shippensburg University Residence Hall from July 6th – August 8th.
- Free meal plan while residing in the university residence halls.
- Free meals and admission for any off-campus excursions.

Academic Success Program Peer Leader Application

Part 1- Contact Information

Name _____
First Last

Email Address_____ Phone Number_____
****Please list an email address that you regularly check**

Were you an ASP / Jumpstart / Early Start Program student here at Shippensburg? (Circle one) Yes / No

If you answered yes above, which program were you a part of? _____

Mailing Address_____
Permanent Campus

SHIP ID # _____ T-Shirt Size (circle one): S / M / L / XL / XXL

Number of Credits Completed at Shippensburg University so far _____

Current Cumulative GPA ____.____

Part 2- Questionnaire

Read and respond to the following question. Please type your answer on a separate piece of paper and attach.

(1) After reading the job description, tell us why you want to be a Peer Leader. Include information about specific skills that you have that would allow you to assist students in learning academic skills necessary for success in college.

Choose only one of the following questions to respond to. Please type your answer on a separate piece of paper and attach.

(2) Do you think it is more important to have first year ASP students respect you as an authority figure, or think of you as a friend and someone to confide in and talk to? Explain your answer.

(3) Imagine you are in charge of creating and implementing a classroom activity to help a group of approximately 30 ASP students learn about the skills they need to be successful in college. Please list the skills you would include in the activity and provide a detailed explanation of the activity in your response.

Part 3- Resume, Transcripts and References

Please attach the following three documents to this application:

(1) A resume that includes all jobs, internships, extra-curricular and volunteer opportunities you have been a part of in the last three years.

(2) Official or unofficial transcripts from each college and/or university you have attended.

(3) List of names and contact information for two references. References can include but are not limited to professors, academic advisors, supervisors, coaches, etc. Please inform all references that they will be contacted by the Academic Success Program.

****Applications that are missing any of the parts described above will be considered incomplete and will not be considered until complete****

Contact Information:

Rebecca Lee-Harris, Academic Success Program Graduate Assistant
Wright Hall, Room 128
rl4721@ship.edu