

## New Student Connections Peer Advisor Leader (PAL) Position Description

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### Position Summary

An integral part to the New Student Connections (NSC) team, Peer Advisor Leaders (PALs) support students through their transition to USF via large scale programs and individual coaching conversations. PALs embody the mission, vision, and values of NSC by making sure students feel cared for and like they matter, see possibilities and hope, and have access to the knowledge and resources they need to thrive.

### Duties and Responsibilities

- Attend **mandatory** PAL Team training meetings
  - Please hold 6/6/22 - 6/17/22, Monday-Friday, 9am-5pm
- Conduct individual outreach with hundreds of students via call, text, and/or email
- Develop and sustain mentoring relationships with USF students as they transition into and through USF
- Utilize active listening and critical thinking to interpret student needs and connect to resources
- Provide administrative support, effectively organizing information to document of student conversations
- Assist New Student Connections during all NSC signature programs
- Support student leader recruitment marketing and implementation
- Other duties as assigned

### Learning Objectives

- Student will demonstrate enhanced communication, organization, and critical thinking skills.
- Student will be able to critically evaluate information to inform future decisions.
- Student will demonstrate ability to work collaboratively with staff, students, and community partners.
- Student will articulate how their personal talents, skills and knowledge fit into the employer's goals, mission and vision.
- Student will demonstrate basic employability skills such as: timeliness to work, appropriate dress, interpersonal communication and time management.

### Minimum Qualifications

- Must be enrolled in classes at USF for Fall 2022 and Spring 2023. Must also be enrolled for Summer 2022 if you have FWS.
- Position is open to those with **and** without a Federal Work Study (FWS) allocation.

### Compensation and Hours

- This position can expect to work at least 10-15 hours per week at a rate of \$11.00 per hour. Student will work with their supervisor to identify a consistent weekly schedule.
  - Extended hours can be expected during training in June, Week of Welcome (WOW) at the beginning of each semester, and Family and Friends Weekend (FFW). *Dates below are estimated, not confirmed.*
    - June Training: 6/6/2022-6/17/2022
    - Family & Friends Weekend: October
    - Summer WOW: 6/24/2022-7/3/2022
    - Spring WOW: 1/6/2023-1/15/2023
    - Fall WOW: 8/18/2022-8/28/2022

### Due to the time requirements, the PALs:

- Will be **able** to take summer courses and study abroad during Maymester.
  - If you plan to take courses during Summer 2022, we recommend completing courses during Maymester, Summer B, or Summer C semesters. *We strongly recommend avoiding Summer A courses, if possible, since the Summer A session heavily coincides with training.*
- Will be **unable** study abroad during period of employment (Summer 2022, Fall 2022, Spring 2023).
- Will be **unable** to serve as an Orientation Leader (Summer 2022).
- Will be **unable** to serve as a Resident Assistant (RA) for the 2022/2023 school year.

### Special Instructions to Applicants:

In order to be considered for this position you must:

- Attach a letter of interest answering the following questions (*maximum 200 words per answer for each question*):
  - Why are you interested in being a PAL?
  - Describe the importance of Peer Advisor Leaders and how you would contribute to their work.
  - Part of the role of a PAL is to motivate and support other students in accomplishing their goals. Can you tell us about a time when you motivated and supported a friend, peer, or classmate and how that may inform your strategy as a PAL?
  - If applicable, are you currently utilizing a federal Work Study (FWS) award in Spring 2022?
- If applicable, attach documentation of your Federal Work-Study award. You must print a screenshot of your financial aid award page that shows you are FWS eligible.
- **Application must be submitted by 11:59 p.m. (ET) on February 25<sup>th</sup>.**