

New Student Experience Peer Leader Position Job Description

Job Description: The Office of New Student Experience hires and trains upper classmen to serve as Peer Leaders for the new student population. Peer Leaders serve as advocates for the needs, interest, and rights of first year students at William Paterson University, while functioning as conduit for student feedback to Faculty and Staff Mentors. Peer Leaders are expected to provide direction and guidance to first-year students. Peer Leaders may be assigned various workshops. NSE staff assign workshops based on your availability. We offer a number of workshops in which Peer Leaders will assist in co-facilitation; therefore, we can be very flexible. Peer Leaders work a minimum of 3 hours per week, and a maximum of 6 to 7 hours per week. Within the role of Peer Leaders, students will also work with other Academic Development departments: New Student Experience, Advisement Center, Transfer Student Services, Academic Success, and Sophomore and Junior Experience to further the academic goals academic and social programming.

Job Responsibilities:

- 1-3 hour in workshop assistance and facilitation
- 1 hour event time for students
- Participation in tabling events
- Attend meetings throughout the semester
- Participation and facilitate in topic based workshops for new students
- Participation in student check- ins
- Assist with registration events

Position Requirements:

- Must be an undergraduate student
- Must be comfortable with public speaking and networking
- Maintain a cumulative GPA of 2.5 or higher
- Must be a sophomore (24 or more credits completed) with grades after this spring semester by the end of May

Position Information:

- Office location: Student Center 301
- The majority of work hours will be between Monday-Friday from 8am-5pm.

Job Benefits:

- Gain skills in leadership, event planning, public speaking, and networking
- Opportunity to shape and enhance the college experience for your fellow Pioneers
 - Flexible hours
- Gain experience and participate in events throughout various areas of Academic Development
- Become familiar with and expand your knowledge of the university and higher education