

Senior Peer Advisor Job Description

University Studies is accepting applications for Senior Peer Advisors (SPA) to assist with Peer Advisor (PA) supervision, team management, and development. The role of SPA is a paid leadership opportunity for current and former PAs who are looking to gain experience and skills that will enhance their career and personal development. The SPAs will gain program planning and implementation skills, presentation skills, training skills, supervision skills, and human resources experience, among others. The SPAs play a critical role in assisting UNIV with development of the PA program.

SPA general responsibilities include planning and leading PA staff meetings, observing PAs and providing feedback, supervising a small team of PAs, meeting with PAs biweekly and planning and implementing PA programs.

QUALIFICATIONS

Eligible candidates must:

- Be a full-time student currently enrolled at George Mason University.
- Be a current UNIV PA who has co-taught the course for at least one semester prior to the beginning of their term. Former PAs may apply with permission.
- Demonstrate excellent written and oral communication skills.
- Take initiative, demonstrate strong leadership ability, and demonstrate a strong commitment to the UNIV and PA goals.
- Be available and ready to commit significant time to the SPA position (especially in the Fall semester). Students graduating in May or August are ineligible for this position due to the SPA requirements in the Fall. Students graduating in December are eligible for this position.
- Remain in good academic/disciplinary standing and hold at minimum a 2.5 GPA. • Be enrolled in a manageable class schedule that would permit dedication to the training responsibilities.
- Not hold outside employment that directly interferes with the role of SPA.

RESPONSIBILITIES (WITH ASSISTANCE FROM UNIV STAFF)

Assist with the supervision and development of current PAs, including but not limited to:

- Working with other SPAs to coordinate and lead PA large team monthly meetings. Attending all PA large team meetings.
- Coordinating and attending biweekly meetings with assigned PA small team. Leading small

team of PAs in planning and implementing PA programs.

- Attending weekly SPA meetings.
- Conducting semester PA performance evaluations and classroom evaluations. Providing feedback to PAs.
- Recruiting current PAs to assist with UNIV representation at Mason campus events: welcome week, admissions events, orientations, PA recruitment.
- Communicating important information regularly to PAs, answering emails in a timely manner.
- Serving as a role model for PAs.
- Assisting PAs with challenges they might encounter and providing them with support and guidance.
- Managing the professional development of PAs.
- Assist UNIV staff with the management of UNIV programs as appropriate, including assisting in program development.
- Serving as liaisons with other campus offices and student teams as appropriate. Assisting UNIV with other university wide programs.
- Meet bi-weekly with SPA team and Graduate Assistant.
- Check Mason email regularly and reply to emails within 48 hours.
- Attend PA large team meetings.
- Attend PA Fall and Spring training and retreats.

TIMELINE

An estimated timeline of responsibilities is listed below.

February:

- Meet with SPA team and PA team monthly.
- Assist with PA newsletter development.

March, April, May:

- Assist in planning spring retreat for new and returning PAs, including managing communication to PAs, and creating an agenda for the retreat.
- Meet monthly with PA staff.
- Assist with PA newsletter development.
- Assist with University Studies events.

August, September, October, November, December:

- Assist in planning PA kickoff meeting.

- Meet with small team bi-weekly in September – December.
- Plan 1 PA event with small team.
- Meet as an SPA team bi-weekly.
- Plan and attend PA large team meetings monthly.
- Observe PAs in September and provide feedback.

COMPENSATION

SPAs will receive \$815 for a February 1st – February 1st time commitment (\$250 during the spring semester and \$565 for the fall semester).

IMPORTANT DATES

Mandatory Spring 2024 Dates:

- PA Large Team Staff Meetings: Select Tuesdays from 7:20 p.m.-9:00 p.m.
 - February 25th, 2025
 - April 8th, 2025
- Spring Retreat Day: Saturday and Sunday, March 22-23, 2025

Optional Spring 2025 Dates:

- University 330 Returning PA Panels: Spring 2025 Semester: Returning PAs will be asked to come into the UNIV 330 class at specific dates in the semester to participate in question-and-answer panels for the new PAs. The staff will be in contact in the early Spring 2025 semester to begin to collect PA availability for the panels.

Mandatory Fall 2025 Dates:

- PA Kick Off: Sunday before the 1st week of Fall classes. Lunch Provided.
- PA Large Team Staff Meetings: Select Tuesdays of every month from 7:20 p.m.-9 p.m.
- Small Team Meetings: Dates to Be Determined