



**Become a Frosh Program Peer Educator for the Academic Year 2025 – 2026
Apply Today!**

CHASS F1RST is a program for first-year students entering the College of Humanities, Arts and Social Sciences. Incoming frosh students will be placed in one of our 3 unique learning community programs to ensure that participants succeed and excel in the first year at the University of California, Riverside by facilitating a smooth transition from high school. Students in the program enroll in a year-long series and enjoy the benefits of significant interaction with program faculty staff, advisors, and peer-facilitated workshops. To be considered for an interview you **MUST** fill out our Google Form Application: You may access the application form via Google Form using your R'Mail account: <https://forms.gle/xdWZqBhPgLAXD83h7>

Minimum Qualifications:

- **CHASS, Business or Education Majors:** Preference will be given to applicants who have majors in the College of Humanities, Arts and Social Sciences (CHASS), business majors, as well as education majors.
- **Undergraduate Student:** Only undergraduate students are eligible for the Peer Educator position.
- **Attend Mandatory Week 0 Training:** Attend a mandatory 3-day Training on **September 22-24, 2025, held in-person at UCR** (Failure to attend all days/times for the mandatory training will result in employment offers being rescinded).
- **Maintain Good Academic Standing:** Must maintain a 2.5 cumulative grade point average and in good academic standing; maintain an overall 2.5 GPA quarterly.
- **Successfully Pass CHFY 020:** In order to be eligible to be hired as a Peer Educator, undergraduate students must achieve a 3.0 GPA or higher in CHFY 020: Theory and Practice of Peer Instruction. This course will be offered in Spring 2025. Candidates selected to continue in the hiring process will be invited to enroll in CHFY 020.
- **Work Hours & Other Jobs:** Peer Educator work hours vary depending on work assignments but range from 0-19.5 hours per week. Due to the nature of our program, Peer Educators must be able to work a minimum of 12 hours per week but hours vary by quarter. Must notify CHASS F1RST Staff if you have any other appointment/jobs on campus or at UCR. This does not impact the decision to hire you, but it does impact the number of hours available to work for the department.
- **Start Date:** Must be available to start working **Tuesday, September 2nd, 2025.**

Peer Educator Roles & Responsibilities Include:

- **University & CHASS F1RST Policies/Procedures:** Understand and uphold all university and CHASS F1RST policies and procedures.

- **Timesheets & Appointment Letters:** Follow all timesheet requirements and appointment letter/onboarding procedures.
- **Facilitation:** Facilitate assigned sections with partner(s) weekly with the goal of educating and engaging with the information for the students. Take all evaluation feedback into consideration to strive to provide a learning environment optimal for student success.
- **Canvas Courses:** Create, publish, and maintain all assigned Canvas sections.
- **Technology & Templates:** Use the technology and templates required to create content for courses, update Canvas sections, and communicate with staff and students.
- **Grades:** Grade all assignments in all sections weekly and submit final grades for all assigned sections by the due date. (Rubrics)
- **Office Hours:** Set up weekly office hours in SAAS, host weekly office hours, update SAAS with appointment status and student notes, and if no students show during office hours then use that time to work on other tasks.
- **Trainings & Meetings:** Complete and attend all required trainings and meetings.
- **Assigned Events & Special Projects:** Share CHASS F1RST events in your weekly announcements and slides, work assigned events and special projects as needed.
- **Communication:** Maintain timely and proper communication both written and verbally with CHASS F1RST staff, your partner(s), the students in your sections, and campus partners. Understand and maintain proper etiquette virtually, in written communications, and in-person when representing the department.
- **Timeliness & Attendance:** Complete forms and requested information on-time, show up to sections on-time, show up to office hours on-time.
- **Support Student Needs:** assess student needs; assist students with academic, social, and personal concerns; and refer students to appropriate campus resources.

Desired Qualifications:

- Sensitivity to the needs of students from a variety of racial, ethnic, national, political, religious, physical and sexual orientation, and socio-economic backgrounds. Sensitivity to varying levels of academic preparedness.
- Strong written and verbal communication skills and ability to communicate effectively with students.
- Strong public speaking and facilitation skills.
- Willingness to work collaboratively with undergraduate and graduate students, staff, and faculty partners in the program.
- Good organizational and time management skills.
- Ability to respond to students in a helping and positive manner.
- Teaching or mentoring experience preferred.

Starting Wages: \$20.52

The application will open **December 2, 2024 and will close January 13, 2025 at 4pm.** Group Zoom Interviews will be scheduled during Weeks 3 of Winter Quarter (1/21/25 - 1/24/25). You may access the application form via Google Form using your R'Mail account:

<https://forms.gle/xdWZqBhPgLAXD83h7>

Applications will **ONLY** be accepted via the Google Form.

Please note that employment offers for peer educator positions begin **Tuesday, September 2nd, 2025**. If you have any questions regarding the position, you may email Dr. Shellee Stewart, Assistant Director of CHASS FIRST (Shellee.Stewart@ucr.edu).

Work Authorization: Under Federal Law, the University of California may employ only individuals who are legally able to work in the U.S. as established by providing documents specified in the Immigration Reform and Control Act of 1986. Do you have a legal right to work in the U.S.