



Peer Education Administrative Support Job Description

Peer Education Administrative Support Student Workers staff the Math & Science Learning Center and/or Financial Fitness Learning Center. They are responsible for welcoming students, assisting students in navigating best practices for utilizing the resources, and other administrative tasks that support student success.

Required Qualifications

- Overall GPA of 2.25 or higher
- Excellent Communication & Interpersonal Skills
- Ability to Work 13-19.5 Hours Each Week
- A Strong Desire to Assist Fellow Roadrunners

Additional Responsibilities Associated with Math & Science Learning Center

Receptionists:

- Sign in all students utilizing resources and explain relevant center processes
- Schedule student appointments in TutorOcean (e.g. tutoring, financial fitness)
- Communicate resource schedules and refer students (e.g. supplemental instruction and Math & Science Learning Center)
- Update and maintain peer education forms
- Maintain a clean and functioning space in the designated center
- Attend peer educator training as well as continued subsequent monthly trainings for further professional/personal development
- Attend peer education socials, team-bonding, and volunteer opportunities
- Complete necessary personnel paperwork and record working hours through OneUSG
- Model appropriate professional attitudes and behaviors toward others
- Assist with the implementation of peer educator awareness events
- Assist with the distribution of promotional and informational materials
- Help students navigate the process of requesting a one-on-one tutor in the Dean of Students Office
- Ensure check-out materials are being signed in and out appropriately (e.g. books, calculators, materials)

Time Commitment: Students may work up to 19.5 hours or less each week

Learning Center Hours (Fall & Spring)

Monday-Thursday: 8:00 a.m. – 8:00 p.m.

Associated Benefits:

- Flexible Hours
- Earn \$7.25/hour **(\$9.25/hr beginning in July)**
- Build Your Resume
- Connect with Fellow Roadrunners
- Potential for Earning Letters of Recommendation for Grad School and Future Employment