



FIRST YEAR EXPERIENCE

PEER EDUCATOR

Position Description

QUALIFICATIONS

- ✓ Highly responsible, motivated and interested in helping fellow students succeed.
- ✓ Interested in mentoring first-year students during their transition into Washburn University.
- ✓ Demonstrated ability to work well with a team to complete tasks and reach established goals.
- ✓ Excellent verbal and written communication skills.
- ✓ Ability to facilitate group interactions.
- ✓ Demonstrated involvement on campus or in the community (student organizations, intramurals, activities programming, volunteer positions, etc.)
- ✓ Completed a minimum of one year (2 semesters) as a student at Washburn [at start of Fall 2022].
- ✓ Be in good academic standing.
- ✓ Be enrolled a full-time student (at least 12 credit hours).
- ✓ Ability to commit to a class time for a WU course (various course times and formats – e.g. M/W/F; T/R).
- ✓ Ability to adapt and be flexible with changing situations.

RESPONSIBILITIES

- ✓ Help facilitate class discussions in WU courses (101, 115, 120).
- ✓ Work collaboratively with your Instructional Team (Faculty Lead, Personal Librarian, Academic Advisor), personnel from the Center for Student Success, and other Peer Educators.
- ✓ Attend and participate in mandatory monthly Peer Educator meetings – 3 each semester.
- ✓ Utilize computer software to record contacts made with students.
- ✓ Work with students to build academic and social skills and abilities to assist them in succeeding at Washburn.
- ✓ Become familiar with specific policies and procedures that affect new students during their first year experience.
- ✓ Serve as a resource and answer questions students may have about campus life, programs, services, co-curricular activities, etc.
- ✓ Be available to students during office hours in Mabee Library.
- ✓ Attend and facilitate activities during the semester as necessary such as themed programs, guest speakers on campus, common movies, iRead events, etc.
- ✓ Must have a cumulative GPA of at least a 3.0 at start of Fall 2022 semester.

TIME COMMITMENT & TRAINING

- ✓ Training semester: All potential peer educators complete a training program that meets for one-hour per week during the spring semester. Students earn a nationally recognized peer education certification as part of this training. Near the end of the training program there is an interview process to determine possible placement as a peer educator.
 - ✓ Weekly time commitment if placed as a peer educator:
 - **Fall semester:** 7 hours - 3 hours class time, 1 hour planning meeting with Instructional Team, 2 office hours, and 1 hour special projects/activities (i.e. leading/creating skillshops, outside of class discussions, etc.).
 - ✓ Attend **all** training sessions in preparation for becoming a peer educator. There will be no exceptions.
 - Participate in Peer Educator training during the Spring 2022 semester
 - Attend an Instructional Team Retreat during Summer 2022 (date TBD – typically the Monday before the fall semester starts).
 - Participate in follow-up meeting(s) with Instructional Teams (TBD).
 - ✓ Attend weekly meetings with Instructional Team throughout the Fall 2022 semester.
 - ✓ Attend monthly Peer Educator meetings – typically 1.5 hours each time, once a month.
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COMPENSATION

- ✓ Training in Spring – Peer Educators will have the ability to earn a nationally recognized Peer Mentoring certification through NASPA. This certification is at no cost to you.
 - ✓ Class Placement – Peer Educators will receive a scholarship during any semester they are placed in a class.
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REPORTS TO

- ✓ Director of Undergraduate Initiatives, Center for Student Success
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QUESTIONS AND SELECTION INFORMATION

- ✓ For questions regarding the selection of Peer Educators, please contact James Barraclough at james.barraclough@washburn.edu.
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DEADLINE TO APPLY: End of the day on December 8th.

FIRST YEAR EXPERIENCE
PEER EDUCATOR
Application



I. Personal Information

Name (Last, First, Middle Initial): _____

Date of Application: _____ WIN: _____

Present Address:

Telephone #: _____ E-mail Address: _____

Have you had prior employment with Washburn University? Yes No

II. Academic Information

Major Area of Study: _____ Present Classification: _____

Expected graduation date: _____

Cumulative GPA (or HS GPA - note which): _____

III. Questions (Please limit each answer to 150 words. Attach your answers to this application.)

- 1) What do you think it means to be a Peer Educator? Why do you want to be a Peer Educator?
- 2) What previous experiences (academic, volunteer, personal, or work-related) have prepared you to be a successful peer educator?
- 3) How do you think your decisions and experiences as a first-year student will allow you to be a successful peer educator?
- 4) What sets you apart from your peers?
- 5) Thinking about classes you have previously taken at Washburn, what classroom experiences did you value most and why?

IV. Employment Information - Please fill out the following employment information, starting with your most recent work experience. You may attach your resume in lieu of completing this section.

A. Employer _____

Date Employed _____ to _____

Nature of Work _____

Skills Developed on the Job _____

B. Employer _____

Date Employed _____ **to** _____

Nature of Work _____

Skills Developed on the Job _____

C. Employer _____

Date Employed _____ **to** _____

Nature of Work _____

Skills Developed on the Job _____

Please include the name, title and telephone number for two professional references.

1.

2.

Your Signature: _____ **Date** _____

**Materials should be emailed to James Barraclough -
james.barraclough@washburn.edu by 5pm on 12/8.**