Thank you for your interest in the Peer Leadership Program! ASRP is currently seeking qualified individuals to join our Peer Leader (PL) team for the summer of 2017. Joining the Peer Leadership program is both a unique honor and a rewarding opportunity for your personal and professional growth. PLs are committed to aiding students and their family members in their transition to Montclair State University.

Below you will find information about our position. **Please read each section carefully before you move forward with completing the application.**

## PEER LEADER POSITION

Montclair State University provides countless opportunities for our students to enhance their academic and personal growth. The Peer Leader Program is one of those great opportunities. During New Student and Transfer Orientation our Peer Leaders serve as invaluable resources that facilitate a positive transition for new students and their family members.

Peer Leaders are Montclair State University undergraduate students who possess leadership qualities and have a desire to be student advocates. PLs are committed, hardworking, intelligent, resourceful, and enthusiastic students who possess a strong desire to work with a diverse population. Through training and development they gain the skills necessary to enhance the quality of our orientation programs on a continuous basis. Peer Leaders must integrate their roles as college representatives, community builders, programmers, and student advocates.

### QUALIFICATIONS:

Eligible candidates must:

- Must be a current undergraduate student at Montclair State University
  Senior applicants cannot be graduating seniors (must plan to be at MSU in the Fall 2017 semester)
- Have a minimum cumulative G.P.A. of 2.75 at the end of the Fall 2016 semester and maintain this G.P.A. at the end of the Spring 2017 semester. (Upon application submission, candidate’s G.P.A. will be verified)
- Have earned at least 12 credits at MSU by the end of the Fall 2016 semester. (Understand that judicial records will be reviewed by the Dean of Students and the Office of Residential Education and Services.)
- Possess leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- Demonstrate high levels of maturity exhibited through sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- Embody strong interpersonal skills through proven ability to interact effectively with others.

### JOB DESCRIPTION:

- Welcome families and students to Orientation and serve as a guide and resource
- Assist with student and family check in for each orientation session
- Help set up for all orientation sessions around campus
- Perform orientation skits at each orientation program to a group of about 100 first year students
- Serve as a leader to a group of 15-20 students with information regarding campus resources
Serve as a group facilitator and discuss issues regarding roommate conflicts, campus policies and procedures, sexual assault as well as other important topics
Under the supervision of department advisors, assist students in course selection and registration
Prepare materials for orientation including stuffing all back packs with university marketing materials
Help direct students and families throughout campus (i.e. Red Hawk Deck) during orientation program
Perform office related tasks (e.g. phones calls, processing survey data, stuffing name tags, filing, faxing, copying)

Expectations:

Each Peer Leader will be responsible for meeting the goals and objectives of the Office of Academic Success & Retention Programs. Our primary focus is the development of new students and to promote their educational and personal growth. Peer Leaders are held accountable for student relationships and contacts, community development, policy enforcement, and communications with other team members including faculty and staff.

The following expectations are essential to the fostering of individual and group development:

Peer Leaders:
- Must present themselves as positive role models.
- Must have a working knowledge of all aspects of the university in order to appropriately mediate, assist, and serve as effective liaisons between students and other members of the university community.
- Must possess the emotional maturity necessary to cope with the daily decisions involved in working with new students and family members.
- Must demonstrate a professional attitude, the willingness to lead, solve problems, be a team player, follow and take directions, and be engaged in assisting new students.
- Must be committed to their own personal and academic growth as well as managing their time, work, and social lives.
- Must enforce and abide by all MSU rules, regulations, and policies, and be able to present the university without bias to new students.
- Must be able to work under pressure and be flexible
- Must demonstrate effective communication skills

Mandatory Spring 2017 Training
Peer Leaders must attend weekly training sessions to be held on the following days and times:
February 22nd - April 26th, 2017 from 2:30-5pm. (during common hours)

Summer Training, Orientation Preparation, New Student Orientation:
Peer Leaders must be available during the following dates:
Summer Training: June 5th – June 16th
New Student Orientation Dates: Mid-June – 1st week of August (Actual dates TBD)

Training & Orientation is mandatory as it is the core of this job. If you foresee any conflicts with any of the dates, you should not apply.

Enrollment in Summer Classes
Peer Leaders are eligible to enroll in summer courses as long as they do not interfere with any training or work obligations (Pre & Post Session summer courses.) Please plan accordingly.

Outside Employment
Peer Leaders may hold outside employment as long as it does not interfere with job or training responsibilities. Please plan accordingly.
**Compensation**
Each Peer Leader receives a stipend of $1,600.00 that will be disbursed throughout the summer work/training sessions. Should a Peer Leader leave the position prior to the last day of Orientation, stipend will be prorated.

**Summer On-Campus Housing**
You will be provided a room on campus throughout the Summer Orientation sessions. You must abide by all rules and regulations of the Office of Residential Education and Services. Housing will be provided from June 3rd - August 6th. No interim housing will be provided prior to and after your official move-in/move-out day required for this position. All arrangements for interim housing must be made between the Peer Leader and the Office of Residential Education and Services.

**All dates are subject to change**

**Application Instructions**

**Application Materials:**
**Part 1.** Completed application and essay questions must be submitted using this link

**Part 2.** Two (2) recommendation forms

**Deadline:** Recommendation forms must be submitted to Webster Hall Room 318 by Friday December 16, 2016 no later than 4:00 p.m. There will be a drop box outside of the office.

Forms can be found on the application link and via our website at https://www.montclair.edu/advising-transitions/cast-programs/peer-leader.php

- ONE MUST BE from a Montclair State University faculty and/or staff member. Student references (both undergraduate and graduate level) will NOT be accepted.
- ONE from an individual that is not a relative or friend (employment, church, high school advisor, etc.). A second MSU Faculty or Staff member can complete the second form.

**Group Interviews (First Round):**
If you meet all minimum application requirements you will be invited to participate in an a group interview which will take place on Wednesday, January 25, 2017 between the hours of 2:30pm-4:30pm or 4:30pm-6:30pm. We will notify you via email if you are eligible to attend.

**Individual Interviews (Second Round):**
If successful during your first round of group interviews, the selection committee will invite you to an individual interview. Candidates for the second round interview will be contacted by ASRP via phone to schedule your interview. These interviews will take place the week of January 30th - February 10th.

**Notification of Hire:**
Decision letters will be emailed from Jasey Bedoya, Coordinator of Peer Leadership no later than Tuesday, February 14, 2017.

**Employment Contract:**
All students who are hired and accept the position must sign an employment contract and return it to the office, Webster Hall 318, by 4:00pm on Friday, February 17, 2017.

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*If you have questions or need additional information, please contact peerleader@mail.montclair.edu or Jasey Bedoya, Coordinator of Peer Leadership, 973-655-3751, bedoyaj@montclair.edu*