

Department of Housing & Residence Life

PEER LEADER (PL) - Position Description & Responsibilities AY 2018-2019

The function of the Peer Leader (PL) position is to work with first year students to facilitate and develop a community environment within the residence halls which contributes to the intellectual, social, and cultural growth of their residents resulting in increased academic success and retention for Freshman Experience participants. The PL works closely with the Hall Director (HD) to maintain a level of consistency both within the area and within the department. This student staff position requires dedication, flexibility, commitment and enthusiasm as the staff member will actively respond to the changing needs and situations of residents. The PL works directly with the HD and receives additional direct supervision and training from the HD, department and through the CETL course.

MINIMUM QUALIFICATIONS

- Student must have completed at least 1 year of college by start date.
- Student must be in good standing with the Institute: academic, financial, and conduct.
- Students must be enrolled as a full time student with a minimum of 9 hours for graduate students and 12 credits or registered for a Georgia Tech approved Co-Op, Internship or Externship.
- Undergraduate students must have a 2.5 semester/2.5 cumulative GPA. Undergraduate transfer students are hired conditionally based on their achievement at their previous institute.
- Graduate student applicants must have 3.0 semester/3.0 cumulative GPA). First year graduate students are hired conditionally based on their achievement at their previous institution where they must have achieved a minimum of a 3.0 cumulative GPA.
- Student must be eligible to work on campus in the United States.
- Student must sign a housing contract.

REQUIREMENTS

Period of Employment and Time Commitment

- Appointments are made for one academic year. The academic year is defined as the current Fall Semester to Spring Semester. An appointment does not guarantee a summer or continued employment.
- PLs must be available prior to, during and following Housing Openings and Closings to complete check-in and check-out administrative tasks. The PL must also be available during semester breaks to complete administrative tasks and perform duty. Travel plans must be made in accordance with the Department Commitment Calendar.
- First term employment requires enrolling and attending a 15 week, 1 credit hour CETL training class involving homework.
- A PL's principal non-academic activity is their position. Additionally, extracurricular activities are not to conflict with the time needed to be available and accessible to residents.
- The weekly time commitment is a maximum of **20 hours**, and the position may require additional hours during peak periods.
- PLs must be given approval from the supervisor to be away from campus for more than 24 hours.

Training and Staff Development

- All PLs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
 - Spring Orientation (1 weekend day);
 - Fall Training (a two week period prior to August opening);
 - Winter Training (two business days prior to opening);

- Weekly staff meetings, individual meetings with supervisor, and regular Hall Council meetings;
- Periodic in-service sessions

Staff Duty

- All PLs will assume duty responsibilities on a regular basis.
- In general, a PL on duty must remain in their duty area when not on a duty round between the hours of 8 PM and 8 AM.
- PLs will be on duty approximately once a week or 2 - 4 times a month. This may differ based on duty area and size of staff.
- A PL may be asked to provide additional coverage during designated times such as Homecoming, holiday break, severe weather situations, special emergencies and athletic events.

Academic Expectations (in general)

- Cumulative and Semester GPA—All PLs must maintain the minimum requirements needed to apply. No undergraduate or graduate student with a cumulative GPA below 2.5 and 3.0, respectively, can remain on staff.

Other Expectations of Employment

- PLs will be expected to regularly report to their Hall Director about how their residents are meeting the components of the Freshman Experience.
- PLs will be responsible for nurturing the development of a community where students can achieve a sense of identity, be invested, have influence, and be involved toward being independent members of their community.
- PLs must satisfactorily complete all requirements of their job description and conditions.
- PLs are expected to know and abide by all Institute Policies, Housing regulations, and contractual regulations.
- PLs should recognize their room also serves as an area for resident conversations and other job related activities.
- PLs will be expected to provide programming for residents as outlined in their Educational Development Plans (EDP).
- All PLs must sign a housing contract.

Rooms and Roommates

- PLs are assigned housing upon employment and required to live there.
- PLs receive a single room with the Department reserving the right to assign roommates in some cases.

Remuneration

- Full rent
- Undergraduates receive a \$300 stipend per semester.
- A 75 block meal plan to be use as a tool of community building
- There are additional opportunities to earn pay for working break duty if the PL is an undergraduate student.
- Graduate students are not eligible for break duty pay or the stipend.