AMERICAN UNIVERSITY
The Center for Diversity & Inclusion
OFFICE of CAMPUS LIFE

PEER EDUCATOR POSITION DESCRIPTION (PART-TIME)

The Center for Diversity & inclusion seeks rising sophomores, juniors, and seniors, as well as current graduate students, to serve as Peer Educators for incoming first-year and transfer students. Prospective candidates should be dedicated to AU's commitment to inclusion, diversity, and the academic excellence of multicultural and/or first-generation students.

Duties include, but are not limited to the following:

- Create safe and supportive relationships with your Emerging Scholar group (up to 3 incoming freshman and/or transfer students).
- Participate regularly in Peer Educator trainings, Saturday sessions, and professional development opportunities. Saturday sessions occur once a month during the academic year.
- Advise Emerging Scholars on various academic / personal issues and research opportunities; refer Scholars to appropriate resources, as needed. Facilitate sessions that will help students successfully transition through their first year at AU.
- Meet individually with students weekly; meet with a member of the Center staff at least once a semester to reflect upon and evaluate your work as a Peer Educator.
- Complete all necessary paperwork in a timely fashion, including the Peer Educator Weekly Report.

Compensation

- $11.00/hour for up to 5 hours every two weeks. An hour bi-weekly will be dedicated to working on your Peer Educator Weekly Report and other administrative projects within the Center.
- Leadership development and the opportunity to build your resume.
- An opportunity to work with other outstanding American University students and staff.

Qualifications

- Strong applicants will fulfill the following qualifications:
    - Be enrolled at American University, preferably at the junior, senior or graduate level.
    - Have at least a 3.0 GPA.
    - Demonstrate professionalism, service, leadership, and academic excellence.
    - Exhibit strong time management, oral/written communication, and listening skills.
    - Show a high level of energy and enthusiasm in working with multicultural and/or first-generation students.

Program Commitments

The Emerging Scholars Program will begin in mid-August 2013. Peer Educators will be required to attend a two-day training from August 22-23, 2013. Attendance at the Multicultural Ice Cream Social on Tuesday, August 27, 2013 is strongly encouraged. **Due to this position's high level of student outreach, evening and weekend hours are necessary.**

APPLICATION DEADLINE: MONDAY, APRIL 15, 2013 @ 5:00PM

To apply, please send a cover letter, resume, and the names of two references (all as one attachment) to scholars@american.edu. *Your resume should include your current GPA and # of credit hours completed.*

Cover letters should address the following questions:

- What are some of the issues which multicultural and/or first-generation students might experience?
- What is one piece of advice that you would share with an incoming student? What would a student learn from you?
- How have you made AU a home? How have you navigated resources?
- **RETURNING APPLICANTS:** Please also address why you are reapplying and how you will grow by serving in the position once again in their cover letter.

For more information, contact Isaac Agbeshie-Noye, Assistant Director, Student Success and Retention (e-mail scholars@american.edu, call 202-885-3651, stop by Mary Graydon Center Room 202, or visit http://www.american.edu/ocl/cdi).