Student Support Services (SSS) Peer Educator Position

A Student Support Services (SSS) Peer Educator is a current Student Support Services (SSS) student who guides and advocates for first-generation (neither parent earned a Bachelor degree or above) and/or low income/Pell grant or Dream Act grant eligible students at UCI. Peer Educators help SSS students succeed and thrive, socially and academically, by providing tips and suggestions around study skills, staying on track, developing and achieving goals, getting involved and effectively using campus resources. Additionally, Peer Educators help to organize activities and assist with various office projects, tasks and events.

The successful SSS Peer Educator will meet the following eligibility requirements:

• Have 3.0 cumulative GPA at the time their application is submitted, at the start of their employment, and throughout their employment in Student Support Services.
• Commit to the position for the 2015-2016 academic school year (September 21, 2015-June 10, 2016).
• Participate in SSS Peer Educator Training September 14-18, 2015.
• Attend bi-weekly staff meetings on even weeks Wednesdays (weeks 2, 4, 6, 8, and 10) from 5pm-6pm during the 2015-16 academic year.
• Be available to work a minimum of 5 hours a week in SSS during the 2015-16 academic year.
• Be an SSS eligible UCI student of sophomore, junior, or senior standing by Fall Quarter 2015.
• Be able to complete the required Employment Eligibility Verification (I-9). This requires you to provide documents that verify you are eligible to work in the USA.

As a SSS Peer Educator, you will:

• Meet and talk with SSS students providing tips and suggestions around study skills, staying on track, developing and achieving goals, getting involved and effectively utilizing campus resources.
• Strategize with students in academic and/or social distress: help students consider their current behaviors and new skills they might adopt to increase their success.
• Input student usage data into our office database and support our office data management efforts.
• Help maintain the SSS office as a welcoming and productive environment for all who utilize/visit SSS.
• Develop and demonstrate skill in guiding and facilitating discussion, either one-on-one or in a group.
• Share your knowledge and experience with students, either one-on-one or in a group.
• Know how to locate and access information about other campus resources.
• Assist with SSS outreach & promotion which may include participating in Welcome Week events, Celebrate UCI events, and campus and community resource fairs.
• Gather and organize material for use in workshops and/or programs that address academic, financial, and social needs of SSS students.
• Work with campus officials and organizations to better serve and advocate for SSS students.
• Serve as an advocate for SSS students.
• Make recommendations for SSS program improvements.
• Be privy to and keep private the confidential information of UCI students.
The successful SSS Peer Educator will demonstrate the following skills:
- Communicate effectively with students, peers, and staff.
- Be able to provide students with resources and strategies for enhancing their success.
- Experience working effectively on a team.
- Be flexible and able to deal effectively with change.
- Have an understanding of and experience working with diverse populations.
- Have an interest in and awareness of the unique needs of SSS eligible students.
- Attention to detail, organization, and accuracy.

As a SSS Peer Educator, you will be provided with the following opportunities
- Be a valuable resource to incoming and current SSS students.
- Serve as a role model and mentor to SSS students.
- Strengthen your teamwork, leadership, communication, and presentation skills.
- Make yourself a more competitive candidate for scholarships, internships, graduate school, and other future career opportunities.

If you are interested in applying, apply at: https://scout.eee.uci.edu/s/SSSPeerEducatorapp2015-16

Applications are due by Friday April 3rd, 2015 by 5pm  Remuneration: $10.25 per hour

Updated 2/26/2015 TL