2019 - Peer Academic Leaders (PALs)
Job Description

New Student Transitions & First Year Experience is currently looking for students to serve as part of the 2019 Peer Academic Leaders (PALs). PALs primarily serve first-year students as advocates, teaching assistants, and mentors for the FYE 101: Succeed at the G course. FYE 101 is a first-year seminar course that equips students with the tools and resources to be successful in college. PALs have the distinct leadership opportunity to help students transition during their first year. PALs must be organized, resourceful, responsible, and flexible. PALs are chosen based on their interpersonal, academic and leadership skills, along with their University involvement.

Role Expectations & Responsibilities

● FYE 101: Succeed at the G
  ○ Help students adjust and excel academically and personally by becoming aware of resources in order to appropriately connect students
  ○ Serve as a peer mentor for academic, co-curricular, and leadership involvement through communication of events and initiatives on campus
  ○ Assist their FYE 101 Instructor(s) in engaging students and classroom management
  ○ Independently teach/instruct at least one class session on a topic relevant to first-year student success and transition
  ○ Serve as a liaison for first-year students and the FYE Instructor to create an open and honest dialogue
  ○ Attend all class meetings for their assigned FYE 101: Succeed at the G course
  ○ Conduct 1-on-1 meetings with all students enrolled in your assigned FYE 101 course
  ○ Coordinate at least one (1) out-of-class activity each month with your class

● New Student Transitions & First Year Experience Office
  ○ Assist Senior Director, Associate Directors, Assistant Director, Business & Technology Manager, Coordinators, Graduate Assistants, and other staff with events & programming
  ○ Attend and participate in all events associated with the Spartan SPEARS program, NAVIGATE: New Student Convocation, Keker Common Experience, and First Finals Fest during the 2019-2020 academic year

Role Qualifications

Qualified applicant must have the following:

● At least a 2.75 cumulative grade point average by the start of the fall 2019 semester; 3.0 is preferred
● Complete a minimum of 30 semester hours at UNCG by the beginning of the fall 2019 semester
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**Time Commitment Overview**

Spring 2019:
- Sunday, March 24th (10-5 PM)
- Wednesday, March 27th (6:30-8:30PM)
- Wednesday, April 3rd (6:30-8:30PM)
- Tuesday, April 9th (3-6 PM)
- Tuesday, April 23rd (3-6 PM)
- Friday, April 26th (3-5 PM)
- Sunday, April 28th (12-5 PM)

Fall 2019:
- August Training: Date/Time TBD
- FYE 101: Succeed at the G class (1-hour class meets twice a week)
- Weekly meeting with FYE Instructor
- Bi-weekly small group meetings
- Monthly activity with students outside of class

**Additional (Required) Events:**
- NAVIGATE New Student Convocation - Monday, August 19th, 2019
- Spartan SPEARS (August 2019 & January 2020)
- Rawkin’ Welcome Week (volunteer & attend one event with class)
- Volunteer at at least one of the following events:
  - Keker Common Experience Author Visit (must also attend with class)
  - First Finals Fest

*Please note that this is not an exhaustive list and is subject to change. PALs may also be expected to assist with various events (with proper notice given) throughout the year.*

**Compensation & Benefits**

<table>
<thead>
<tr>
<th>Pay</th>
<th>Amount</th>
<th>Payment Dates</th>
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<tbody>
<tr>
<td>Spring Training/Fall 2019</td>
<td>$125</td>
<td>End of August, 2019</td>
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<tr>
<td></td>
<td>$125</td>
<td>End of September, 2019</td>
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<td>$125</td>
<td>End of October, 2019</td>
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<td></td>
<td>$125</td>
<td>End of November, 2019</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$500</strong></td>
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As a result of serving as a Peer Academic Leader (PAL), students will:
- Develop and articulate transferable skills appropriate to their personal and professional goals
- Enhance their communication and facilitation skills
- Identify and develop personal leadership styles and strengths
- Establish positive relationships with students, faculty and staff members
- Networking opportunities across campus
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Application Process

- Submit your completed application by **11:55 PM on Thursday, February 14th, 2019**. The application can be found on Handshake with the following job code: **2307503**
  - You will need to complete the application on Handshake & a Supplemental Questions Form that can be found on the Handshake Application Page
- While the recommendation from a faculty/staff member is optional, we **HIGHLY RECOMMEND** a recommendation from a faculty/staff member or graduate student. The recommendation form will be automatically submitted to your reference following the successful submission of your application. Please have them submit by the above deadline, Thursday, February 14th, 2019.
- After applications receive preliminary reviews, qualifying candidates will be contacted about scheduling a group interview.
  - Group interviews will take place on **February 20th** and **February 21st**
- Following group interviews, candidates will be notified about whether or not they will be advancing to the individual interviews.
  - Second round interviews will take place **February 25-27th**
- Final selection decisions will be sent out no later than **Friday, March 1st**. All candidates selected for the Peer Academic Leader position will be invited to the PAL Contract Signing Celebration on **Tuesday, March 12th**

If you have any questions about the Peer Academic Leader position, please contact Kyle McCoil at ksmccoil@uncg.edu and be sure to stop by one of our Information Tables or Informational Sessions

Information Sessions & Tabeling - Spring 2019

Peer Academic Leader: Information Sessions
- Tuesday, January 22nd, 5:30 PM-6:30 PM @ EUC Azalea
- Thursday, February 7th, 5:30 PM-6:30 PM @ EUC Azalea
- Tuesday, February 12th, 5:30 PM-6:30 PM @ EUC Azalea

Peer Academic Leader: Information Tables
- Tuesday, January 22nd 11:00 AM-2:00 PM @ Moran Commons
- Thursday, January 24th 11:00 AM-2:00 PM @ Moran Commons
- Wednesday, January 30th 11:00 AM-2:00 PM @ Moran Commons
- Monday, February 4th 11:00 AM-2:00 PM @ EUC Commons
- Friday, February 8th 11:00 AM-2:00 PM @ EUC Commons
- Tuesday, February 12th, 11:00 AM-2:00 PM @ EUC Commons