

PEER LEADER JOB APPLICATION
Student Success Center - Poplarville
Fall 2017

PEER LEADERS

Student Success Center Peer Leaders are student workers who have the opportunity to provide assistance and guidance to students on the PRCC campus – especially students in transition and in the First Year Seminar Course. They assist staff with daily tasks, help students make the transition to college life, and tutor in general academic courses. All peer leaders serve as role models for students, the Student Success Center, and PRCC.

Duties/Responsibilities:

- Peer leaders will work between 10 and 15 hours a week.
- Know and understand PRCC and Student Success Center policies, procedures, and general advising structure.
- Keep accurate time sheets and student sign in sheets for all student success center activities.
- Attend weekly scheduled meetings with SSC Coordinator.
- Monitor the computer lab, peer zone, and quiet zones. Make sure all students sign in and feel welcome.
- Assist with activities and assignments in the First Year Seminar Course as given by SSC Coordinator.
- Complete daily office tasks such as answering phones, scheduling appointments, directing traffic, etc.
- Be able to assist students with Riverguide, Canvas, Wildcat Web, GradesFirst, and other PRCC-related tools assigned by SSC Coordinator.
- Understand how to refer students when they have issues that need help beyond your ability.
- Tutor current PRCC students in a variety of academic subjects (*if qualified*).
- Help prepare the classroom/computer lab for scheduled activities.
- Help with any other SSC projects/activities that arise.
- Utilize patience, friendliness, and a positive attitude in all interactions with current and future students, faculty, and staff.

Qualifications:

- Current students: Must have completed at least 1 semester at PRCC with minimum 2.5 gpa
- New Student (has not completed 1 semester): Must be referred by Financial Aid office or other PRCC Faculty/Staff
- Must have reasonable availability during normal office hours (Mon-Fri 8 am – 4 pm)
- Strong interpersonal skills
- Positive attitude
- Self-motivated
- Reliable and professional in all work related activities.
- Model student and adheres to all PRCC policy and procedures; sets a positive example for the campus.

Compensation:

Peer Leaders are paid \$7.25/hour.

Questions?

wchambers@prcc.edu

601-403-1414

Peer Leader Application
Fall 2017

Submit this application, along with the following, to Whitney Chambers, 2nd floor Crosby Hall.

- Two Reference Forms (can be submitted separately by the Referee)

After applications have been reviewed, each applicant will be notified for an interview and/or selection decision.

General Information:

Name:

E-mail:

Student ID#:

Local Address:

Cell Phone:

Date of Birth:

How many semesters have you attended PRCC?

GPA:

Expected Date of Graduation:

Degree Program:

List any organizations you belong to on campus:

Please list two PRCC faculty/staff members that can provide you a reference:

1. _____

2. _____

I attest that the information provided above is accurate:

Signature: _____

Date: _____

Please answer the following questions

1.) Why do you think you would be a good peer leader?

2.) What does it mean to be a model student?

Availability – A peer leader will usually work between 10-15 hours a week. A copy of your Fall 2017 schedule will be needed to determine your availability.

1) What other time commitments will you have in the fall during normal operation hours (8 am – 4 pm) other than classes? (other jobs, organizations, family, etc.)

2) Any other comments about your availability?

Peer Leader Reference Form

Student Name: _____ **Faculty Member:** _____

Dear Referee:

This Peer Leader applicant has asked you to be a reference for their position as a Peer Leader. We are looking for individuals who are hard-working, reliable, and have strong interpersonal skills. He/she also needs to be positive and self-motivated. Please complete the reference form and send it to:

Whitney Chambers
Student Success Center
Crosby Hall 2nd Floor
601-403-1427
wchambers@prcc.edu

Rank the student based on how strongly you agree or disagree with the following statements. *1=strongly disagree; 2= disagree; 3=neutral; 4=agree; 5=strongly agree*

I know the student well.	1	2	3	4	5
The student is hard-working.	1	2	3	4	5
The student is dependable.	1	2	3	4	5
The student is mature.	1	2	3	4	5
The student works well with others.	1	2	3	4	5
The student is a good role model.	1	2	3	4	5
I highly recommend the student for the position of Peer Leader	1	2	3	4	5

Please explain in a brief statement how you know the student and if you think he/she would be an excellent peer leader.

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