



# Peer Associate Job Description

The Academic Advising and Retention Services, Multicultural Affairs, Student Activities, and Learning Assistance Offices invite you to apply to be a Peer Associate. Peer Associates assist with student needs in various areas of campus life as well as jointly represent these student-centered offices.

## Qualifications:

- Pride in Miami University Hamilton and enthusiasm towards the college experience
- Friendly, welcoming demeanor and dedication to assist students and staff
- Dependable, responsible, professional and ability to work autonomously
- Strong interpersonal communication skills and attention to detail
- Basic computing skills including but not limited to Microsoft Word and Excel
- Good academic standing
- Minimum of 12 credits earned at MU Hamilton\*

## Responsibilities:

- Assist students by explaining Miami Plan requirements, MU policies and procedures, scheduling appointments, student workshop registration and other administrative tasks
- Encourage student involvement in student organizations, multicultural events and programs, leadership development seminars, and service learning projects; Recruit potential members for student organizations
- Opportunities to practice public speaking and presenting, assist new student orientation programs, and utilize event planning skills
- Organize and track service learning opportunities
- EDL 306: Group Leadership; a 2 credit, leadership, service, and professionalism course
- Additional responsibilities as assigned

**Terms and Benefits:** Professional Development and training; conference opportunities; Leadership Experience; Increased problem-solving abilities; Improved communication and public speaking skills; and the opportunity to make a positive impact on students. Peer Associates receive \$7.35/hour; 10 - 20 hours/week. Peer Associates must be students at MU Hamilton during the time of employment and attend the Peer Associate section of EDL 306 weekly from 4:00pm to 5:15pm on Wednesdays.

**To apply:** Bring the attached application, one recommendation form, and a current copy of your DAR to 122 Schwarm by the posted deadline. Upon application completion, please sign up for an interview. For questions contact Annie Miller, Coordinator of Student Activities, at 785-1892, [mille152@muohio.edu](mailto:mille152@muohio.edu) or Marcia Bimmel, Academic Advisor, at 785-3129, [bimmelms@muohio.edu](mailto:bimmelms@muohio.edu).

\*A strong application will allow flexibility on this qualification. Apply anyway!



# Peer Associate Application

## 2008-2009

Banner ID #: + \_\_\_\_\_ Email Address: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

University Class Standing as of August 2008: *(circle one)*

Freshman      Sophomore      Junior      Senior      Other: \_\_\_\_\_  
0-29.9            30-63.9            64-95.9            96+

Anticipated Date of Graduation, relocation, or when you will no longer be attending the Hamilton Campus: \_\_\_\_\_

Please rate yourself on current performance/ skills regarding the following criteria:						
	Poor	Below Average	Average	Above Average	Excellent	
Leadership potential:	1	2	3	4	5	
Knowledge of MUH:	1	2	3	4	5	
Responsibility:	1	2	3	4	5	
Attention to detail:	1	2	3	4	5	
Work Ethic:	1	2	3	4	5	
Comfort Computing:	1	2	3	4	5	

Why do you want to be a Peer Associate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills do bring to the Peer Associate position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community/University Involvement (Brief overview): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Work Experience (Brief overview): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other pertinent information you care to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To apply:** Provide the attached application, one recommendation form, and a current copy of your DAR to 122 Schwarm by the posted deadline. Applicants must be students at MU Hamilton during the time of employment. Upon application completion, please sign up for an interview . For questions contact Annie Miller, Coordinator of Student Activities, at 785-1892, [mille152@muohio.edu](mailto:mille152@muohio.edu) or Marcia Bimmel, Academic Advisor, at 785-3129, [bimmelms@muohio.edu](mailto:bimmelms@muohio.edu).



# Peer Associate Reference

\_\_\_\_\_ (Applicant's Name) is applying for a Peer Associate position at Miami University Hamilton. This prestigious leadership position calls for students to assist their peers' needs in various areas of campus life as well as jointly represent several MUH offices.

Reference Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what context do you know the applicant: \_\_\_\_\_

Please rate the applicant on current performance/ skills regarding the following:

	N/A	Below Average	Average	Above Average
<b>Leadership potential:</b>	1	2	3	4
<b>Knowledge of MUH:</b>	1	2	3	4
<b>Responsibility:</b>	1	2	3	4
<b>Attention to Detail:</b>	1	2	3	4
<b>Work Ethic:</b>	1	2	3	4
<b>Comfort Computing:</b>	1	2	3	4

Any other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\* Please return this recommendation form in a sealed envelope to the applicant. \*\*\*\*

Application materials are due by the posted deadline. For questions contact Annie Miller, Coordinator of Student Activities, at 785-1892, [mille152@muohio.edu](mailto:mille152@muohio.edu) or Marcia Bimmel, Academic Adviser, at 785-3129, [bimmelms@muohio.edu](mailto:bimmelms@muohio.edu).