

Academic Success Center Student Leader Selection Information Spring 2023 Guide

The Academic Success Center is excited to be hiring for various paid student leadership opportunities for the 2023-2024 academic year. To help campus partners and students understand each of the ASC's different roles, requirements, and hiring processes, we've created this position description guide. Additional information about the Academic Success Center programs and positions can be found online at <https://www.purdue.edu/asc/about/apply.html>.

Benefits of Working at the ASC

- Be a part of the ASC team, a fun and dynamic group committed to the success of Purdue students
- Interact with a diverse array of peers, faculty, and staff members to gain a variety of perspectives from the Purdue community
- Engage in professional development, training, and mentoring opportunities
- Give back to Purdue community and support the success of their peers
- Gain transferable skills such as interpersonal communication, decision-making, and facilitation experience that are applicable to a variety of post-Purdue employment opportunities

Quick Reference Guide

	Peer Success Coach	Student Office Ambassador	Supplemental Instruction Leader
Role Focus	1-on-1 coaching interactions to share resources & strategies	Engage with visitors; assist with projects & space management	Small group facilitation of course-specific & interdisciplinary content
Application Opens	February 1	February 1	February 16
Application Deadline	11:59pm February 28	11:59pm February 28	11:59pm March 5
Application	Online through ASC Website for Initial Screening	Online through ASC Website for Initial Screening	Online through ASC Website for Initial Screening
References Required	Yes	Yes	Yes
Interview Process	Group and Individual	Individual	Group and Individual
GPA Requirement	3.0 cumulative	3.0 cumulative	3.3 cumulative + course-specific grade requirements
Avg. Hours per Week	4-6 hours	8-10 hours with opportunity for more	10-15 hours
Wage	\$10.00/hr	\$10.00/hr	\$10.00/hr
Training + Professional Development Provided	Yes	Yes	Yes

*Students are welcome to apply for multiple positions,
 but can only accept one of the roles for the upcoming semester.*

Intentional Student Development and Leadership

In addition to training and coaching related to the functions of each position, the ASC staff are committed to developing our student leaders in the following competencies we view as essential for peer education and leadership as well as valuable, transferable areas for students' lifelong learning and leadership. These competencies are used in student selection, training, on-going development, and performance evaluations.

Academic Success Center Student Leader Competencies

Reflective Problem Solving

- Engage in ongoing self-reflection to identify problems, challenges, and/or areas of growth
- Develop awareness of how values and ethics influence decision-making
- Employ critical, practical, and creative thinking skills to generate possible solutions or strategies for improvement
- Use feedback to strengthen problem-solving skills

Effective Communication

- Learn to successfully utilize the four facets of communication (verbal, non-verbal, listening, written)
- Establish rapport with students, peers, and supervisors to provide a welcoming, collaborative, and positive environment
- Assess the situation, process the information, and respond appropriately
- Adapt messaging to ensure clarity for the intended audience and context

Professionalism

- Represent the Academic Success Center and its values with integrity & authenticity
- Engage in respectful interactions with peers, students, staff, and faculty members
- Enthusiastically seek, embrace, and implement constructive feedback from peers, mentors, and supervisors
- Strive for continued personal and professional growth

Initiative

- Pursue new projects and proactively find areas to contribute to the department
- Take ownership of all responsibilities and timelines
- Use feedback and previous experience to anticipate needs and performance adjustments
- Exhibit resourcefulness, independent action, and professional judgment that are position appropriate

Inclusion

- Understand how diverse perspectives, backgrounds, beliefs, cultures, and experiences can influence individuals and enhance a group's effectiveness
- Embrace opportunities to increase awareness of diversity and inclusion issues
- Recognize biases and reflect on how these biases impact behavior
- Interact and learn with diverse students, faculty, and staff
- Foster an environment in which people feel welcomed, valued, & sense of belonging

Peer Success Coach (PSC)

Overview of Role

A Peer Success Coach (PSC) is a point-person who can offer guidance to students as they navigate life at Purdue. PSCs are student leaders who coach their peers through personal, academic, and social concerns such as developing study skills, connecting with campus resources, finding motivation, getting involved in campus activities and organizations, and managing time. PSCs consistently meet with their coachees throughout the semester and hold them accountable for meeting their established goals.

Responsibilities of Position

Peer Success Coaches have several responsibilities in this role, including:

- Coaching 4-5 students per semester
- Meeting consistently (usually weekly) with assigned coachees throughout the semester
- Documenting communication and meetings with coachees in BoilerConnect system
- Holding 1 office hour per week in the Academic Success Center
- Attending weekly team meetings, as scheduled, throughout the year
- Attending required check-ins with PSC Supervisor throughout the semester
- Additional documentation, administrative tasks, and professional development as determined by PSC Supervisor

Qualifications for PSC Position

Students interested in applying to be a Peer Success Coach for Fall 2023 must:

- Be an undergraduate student who has attended Purdue for at least 2 semesters
 - May apply if you are currently in your second semester
- Be willing to commit to the position for at least 2 semesters, with an option to continue longer provided you are in good standing in the role
- Be able to dedicate at least 6 hours a week to the position
- Have a cumulative GPA of 3.0 or higher
- Be able to attend a mandatory two-day training August 17th and 18th, 2023
- Be available for biweekly team trainings in the evenings throughout the year
- Be in good academic and judicial standing at Purdue University
- Have the desire to assist other students with identifying and overcoming barriers to their academic success
- Possess a positive attitude and passion for helping others
- Possess strong time management and organization skills
- Be willing to work both individually and as a part of a diverse team

Hours & Compensation: typically 4-6 hours a week, wage of \$10.00/hour

PSC Application Process

Application Materials

To apply for the PSC position, you must submit an online application including the following:

1. An updated resume
2. A cover letter highlighting your experiences that make you a great fit for the position, what you would contribute to the team, and what you hope to gain from the position
3. Contact information for at least 2 professional references (previous employers, faculty, staff, etc.)
 - a. Please note that we *will* be contacting your references

Selection Timeline

1. Submit online application no later than 11:59pm on Tuesday, February 28, 2023.
2. Be available for a possible group interview on Sunday, March 5th, Monday, March 6th, or Tuesday, March 7th.
3. Be available for a possible individual interview between Monday, March 20th and Friday, March 31st.
4. Hiring notifications will be made the week of April 3rd.

Please direct any questions about the position
to Mary Kirk at mkkirk@purdue.edu.

Student Office Ambassador (SOA)

Overview of Role

Student Office Ambassadors (SOA) help with the everyday management and function of the ASC. This is a customer service-driven role helping students, families, and campus partners support holistic academic growth across campus. They maintain the collaborative space, welcome guests, work one on one with staff on office projects, and execute vital organizational tasks. SOAs have the opportunity to inform the campus community about our services, conduct academic skill workshops, and facilitate accountability groups.

Responsibilities

Student Office Ambassadors of the ASC will be responsible for a variety of duties & tasks such as:

- Acting as the primary receptionist for students/guests to the center
- Providing excellent customer service through a warm welcome and answering any initial questions
- Communicating with professional staff regarding appointment arrivals
- Utilizing the BoilerConnect system to book or change appointments and check-in students for the study space, office hours, consultations, workshops, accountability groups & SI sessions
- Maintaining the physical ASC Center Space and performing various administrative tasks
- Communicating about ASC services to students, parents, and campus partners in person, on the phone and via email.
- Co-facilitating workshops on a variety of topics including an overview of ASC services, time management, study skills, and exam preparation
- Preparing and facilitating a weekly Accountability Group
- Attending semester training sessions, meetings with supervisor and biweekly staff meetings
- Taking initiative and ownership of assigned individual tasks
- Assisting ASC staff with various projects as needed

Qualifications

- Current undergraduate student with **minimum cumulative GPA of 3.00**
- Proactive and independent worker with positive attitude
- Excellent communication, interpersonal, and organizational skills
- Comfortable with and excited about talking to other students, parents, and campus partners
- Interest in strengthening presentation skills
- Willingness to collaborate, accept feedback and present new ideas
- Autonomy in daily tasks and assignments; Ability to meet deadlines
- Strong computer/technology skills; Knowledge of the Microsoft Suite

Hours & Compensation: shifts are 8-10 hours a week, wage of \$10.00/hour

SOA Application Process

Application Materials

To apply for the SOA position, you must submit the following materials through the online application on our website:

1. An updated resume
2. A cover letter highlighting your experiences that make you a great fit for the position, what you would contribute to the team, and what you hope to gain from the position
3. Contact information for at least 2 professional references - 1 must be from Purdue (advisor, supervisor, faculty, etc.)
 - a. Please note we *will* be contacting your references

Selection Timeline

1. Online application opens Wednesday, February 1 and closes at 11:59pm on Tuesday, February 28
2. Individual interviews and hiring notifications are TBD. Information will be provided upon the submission of your application.

**Please direct any questions about the position
to Joanna Cardarelli at Jcardare@purdue.edu**

Supplemental Instruction (SI) Leader

Overview of Role

Supplemental Instruction (SI) Leaders are student leaders who provide weekly, peer-led study sessions for traditionally challenging courses. The role of an SI Leader is to support students in their assigned course develop a better understanding of the course material through active, collaborative learning involving critical thinking, transferrable study skills, and fun. Rather than teaching or directly answering questions, SI Leaders facilitate and guide students to finding answers for themselves. SI Leaders typically work with small to medium sized groups of students, with some courses occasionally having large groups before exams.

The role of SI Leader is fun and rewarding. It is an excellent opportunity to improve leadership and communication skills, develop a network of faculty and professional mentors, and further cement content knowledge and skills within the leader's discipline. The position requires a high level of both responsibility and time commitment.

Responsibilities of Position

SI Leaders are responsible for several tasks, including:

- Attending at least one section of the assigned course's lecture
- Planning and facilitating two or three 50-minute sessions a week
- Holding one office hour a week
- Meeting with course faculty bi-weekly or up the faculty member's discretion
- Meeting with SI Leader team and professional staff supervisor throughout the semester
- Additional documentation, administrative tasks, and professional development opportunities

Qualifications for SI Leader Position

Students interested in applying to be a SI Leader for Fall 2023 must:

- Be an undergraduate student
- Have a cumulative GPA of a 3.3 or higher for the previous two semesters (please note that "two semesters" refers to the **academic year** of fall and spring semesters)
- Be able to commit to working 10-15 hours a week in this position
- Meet course requirements (typically an A or B+ in the course; may also include prerequisite course(s))
- Be able to attend the two-day pre-semester training
- Attend one of the following:
 - **One** of the four Interest Sessions **or**
 - Four or more SI sessions during the Fall 2022 or Spring 2023 semesters
- *We prefer to hire SI Leaders with at least 2 full semesters at Purdue; You may apply if you are currently in your second semester. This does not include summer sessions.*

- *Applicants who do not have a GPA are still welcome to complete the application but please be aware that any offers will be contingent upon a grade check at the end of the semester.*

Hours & Compensation: typically, 10-15 hours a week, wage of \$10/hour

SI Leader Application Process

The application and interview process for this position involves several steps:

- 1. Attend an SI Recruitment Interest Session** *(not required if student has attended 4 or more in-person SI sessions since Fall 2022 or Spring 2023 semesters)*
 - These one-hour sessions allow candidates to get a more thorough understanding of the role of SI Leader, including an opportunity to ask questions of current SI Leaders, to determine if the position is a good fit for them before they apply.
 - **The dates and times for these sessions are:**
 - Interest Session # 1 - Thursday, February 16th @ 6:30 PM
 - Interest Session # 2 - Tuesday, February 21st @ 7:00 PM
 - Interest Session # 3 - Friday, February 24th @ 3:30 PM
 - Interest Session # 4 - Wednesday, March 1st @ 6:00 PM
 - Students must register to attend one of these sessions.
- 2. Complete the application (Feb. 16th – Mar. 5th)**
 - The application will open on Thursday, February 16th and become available through the ASC website.
 - The application will close at 11:59 pm on Sunday, March 5th.
- 3. Attend Group Interviews (Week of March 20th – March 24th), if invited**
 - All applications will be reviewed, and SI Professional Staff will reach out to candidates if they are selected for a group interview; SI professional staff will assign you to a group interview time. **Please note that you will list your top two preferences for a group interview time in the application. We will do our best to accommodate.**

- Group Interviews will be held in October and are as follows:
 - Monday, March 20th, from 7:30pm – 8:30pm
 - Tuesday, March 21st, from 6:30pm – 7:30pm
 - Thursday, March 23rd, from 7pm – 8pm
 - Friday, March 24th, from 3:30pm – 4:30pm
- 4. Attend Individual Interviews (interviews will run throughout the month of April) if invited.**
- Select candidates will be invited for an Individual Interview based on course need and group interview scores.
 - Candidates will need to provide names and contact information for two professional references as part of the individual interview process. A link will be sent to candidates with more information about this process.

**Please direct any questions about the position
to SI Professional Staff at academicsuccess@purdue.edu**