

Academic Success Center

Student Leader Selection Information

Spring 2022 Guide

The Academic Success Center is excited to be hiring for various paid student leadership opportunities for the 2022-2023 academic year. To help campus partners and students understand the 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 transferrable skills such as interpersonal communication, decision-making, and facilitation skills 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 7	February 7	February 14
Application Deadline	March 1	March 1	March 6
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	No
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
1st Semester 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 primarily upper-level students 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 up to 3-4 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 2022 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 5 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 18th and 19th, 2022
- 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, starting 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. At least 2 faculty and/or staff references
 - a. Please note that we *will* be contacting your references

Selection Timeline

1. Submit online application no later than 11:59pm on Tuesday, March 1st.
2. Be available for a possible group interview on Sunday, March 6th, Monday, March 7th, or Tuesday, March 8th.
3. Be available for a possible individual interview between Monday, March 21st and Friday, April 1st.
4. Hiring notifications will be made the week of April 4th.

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 assist in maintaining the collaborative space, welcoming guests and visitors, working one on one with staff on office projects, and executing vital organizational tasks like checking students in and responding to information requests. In addition, SOAs have the opportunity to inform the campus community about our services, conduct academic skill workshops, and facilitate accountability groups.

Responsibilities

Student Assistants 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 as needed as well as assisting with check-in process for the study space, office hours, accountability groups & SI sessions
- Maintaining physical ASC Center Space (cleaning & sanitizing, refilling paper and other office materials, etc.)
- Enforcing ASC policies as necessary (Asking students to move or vacate spaces prior to SI sessions, addressing unruly students/guests, etc.)
- Performing various administrative tasks (Copying, inputting data, creating documents, digitizing paper documents, maintaining the email, etc.)
- Communicating about ASC services to students, parents, and campus partners
- Co-facilitating workshops on a variety of topics, including an overview of ASC services, time management, study skills, and exam preparation
- Attending semester training sessions, regular 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, comfortable with ambiguity.
- Willingness to collaborate, accept feedback and present new ideas
- Ability to meet deadlines
- Strong computer/technology skills

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

SOA Application Process

Application Materials

To apply for the office assistant 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- one must be from Purdue (advisor, supervisor, faculty, etc.)
 - a. Please note we *will* be contacting your references

Selection Timeline

1. Online application opens Monday, February 7 and closes Monday, February 28
2. Individual interviews will take place Thursday, March 3 through Sunday, March 6.
3. Hiring notifications will take place starting March 7.

**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 help 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 staff 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 a SI Leader

- 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 throughout the semester
- Meeting with SI Leader team and professional staff supervisor a few times a semester
- Attending SI's monthly team meetings
- Additional documentation, administrative tasks, and professional development opportunities

Qualifications for a SI Leader

- Be an undergraduate student
- Have a cumulative GPA of a 3.3 or higher for the previous two semesters (does not include summer terms)
- 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 (Thurs 8/18/22 - Fri 8/19/22)
- Attend **one** of the following:
 - One of the four Interest Sessions **OR**
 - Four or more in-person SI sessions during the Spring 2022 or Fall 2021 semesters

Hours & Compensation: typically 10-15 hours a week, starting 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 during the Spring 2022 or Fall 2021 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, in order 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 17th 5:30 - 6:30 PM
 - Interest Session # 2 – Friday, February 18th 3:00 – 4:00 PM
 - Interest Session # 3 – Monday, February 21st 6:00 – 7:00 PM
 - Interest Session # 4 – Wednesday, February 23rd 7:00 – 8:00 PM
 - Note – all interest sessions are in-person. Students must register to attend one of these sessions. [Click here to register for an Interest Session!](#)
2. **Complete the application (Feb 14th – March 6th)**
 - The application will open on Monday, February 14th and will be available on the [ASC's website](#).
 - The application will close on Sunday, March 6th @ 11:59 PM.
3. **Attend Group Interviews, if invited**
 - Candidates who meet the qualifications and have completed steps 1 and 2 will be invited to Group Interviews.
 - Group Interviews will be held during the week of March 21st – March 25th.
4. **Attend Individual Interviews, if invited**
 - Select candidates will be invited for an Individual Interview based on course need and group interview scores.

Applicants who do not have a GPA or cannot attend the lecture time for their course will not be considered.

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