

## Peer Leader - Job Description

### BASIC FUNCTIONS AND RESPONSIBILITIES

This position provides a peer connection and resource for both prospective and current Fox Valley Technical College students. Peer leaders will assist the Admissions team in helping new and prospective students feel connected to the college community. Peer Leaders will also work closely with the Counseling & Advising team to build awareness of college services and programs and support student growth.

Working as a Peer Leader will broaden students' leadership skills, encourage active engagement in the FVTC community, and contribute to the intellectual and personal growth of fellow students. Peer Leaders who meet the event requirement will be granted the first eligible enrollment date during continuing student registration.

### ESSENTIAL JOB FUNCTIONS

1. Engage prospective students, youth, and community members by providing campus tours and general college information
2. Engage with instructional staff to learn about program areas and provide insight to college visitors
3. Assist with events as assigned, including, but not limited to, Open House, College Preview Nights, Campus Visit Days, Welcome Days, and New Student Registrations
4. Serve as a resource for fellow students by assisting with admissions, registration, schedule planning, organization, and using MyFVTC and Blackboard
5. Connect and/or refer students to college resources as necessary
6. Attend ongoing trainings, retreats, and monthly meetings for Peer Leader program
7. Actively communicate and collaborate as a member of the Peer Leader team by regularly monitoring email/Microsoft Teams and indicating availability on event calendar
8. Serve as a positive role model for youth and new students
9. Track student data and perform student outreach as necessary
10. Other duties and tasks as assigned by Admissions Center and/or Counseling & Advising staff

### QUALIFICATIONS, TRAINING, & EXPERIENCE

1. Must be an active Fox Valley Technical College student at time of participation
2. Must have completed, or be in progress of completing, a minimum of 12 credits at Fox Valley Technical College
3. Must possess a cumulative GPA of 3.0 and maintain GPA throughout term of position
4. Knowledge of Blackboard and MyFVTC required
5. Flexibility in work schedule may be required
6. Travel between campuses may be required

## ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE & PERSONAL CHARACTERISTICS

1. Demonstrate ethical conduct in all aspects of the work environment
2. Exceptional customer service skills and the ability to maintain an excellent working relationship with internal and external customers
3. Excellent oral and written communication skills, as well as good listening skills
4. Ability to identify needed action without continual direction
5. Excellent organizational skills and ability to work under pressure
6. Neatness in work and appearance
7. Demonstrate a positive attitude, maturity, initiative and integrity with a professional image contributing to the success of the college
8. Work effectively in a team environment
9. Ability to maintain confidentiality and professionalism
10. Dependable, punctual, and commitment to following through on tasks
11. Ability to work independently and within a team environment
12. Ability to maintain composure and poise during conflict situations

## TIME COMMITMENT

Applicants are expected to commit a minimum of one year to the Peer Leader position.

Scheduled shifts reoccur weekly and are assigned according to Peer Leader's availability; Peer Leaders will be expected to assist with events and tours during their scheduled shifts.

Weekly hours range from 3 to 25 during the school year. Peer Leaders are expected to work **events only** during summer, with opportunities for additional hours as needed.

Peer Leaders may have opportunities to work additional hours depending on the event schedule.

Peer Leaders are expected to attend one meeting per month and ongoing trainings, retreats, etc.

Peer Leaders are expected to work a minimum of four leadership activities per semester *outside* of regular weekly shifts.

## Peer Leader – Event Schedule (Fall 2019 – Spring 2020)

### CAMPUS VISIT DAYS

Event Date	Time	Location
<b>Wednesday, October 16</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Thursday, October 24</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Wednesday, November 6</b>	10:00 AM – 12:00 PM	Appleton Campus
<b>Wednesday, November 13</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Thursday, February 20</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Wednesday, February 26</b>	10:00 AM – 12:00 PM	Appleton Campus
<b>Thursday, March 5</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Wednesday, March 11</b>	10:00 AM – 12:00 PM	Appleton Campus
<b>Wednesday, April 8</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus
<b>Thursday, April 16</b>	Morning Session: 9:30 – 11:30 AM Afternoon Session: 12:30 – 2:30 PM	Appleton Campus

### MIDDLE SCHOOL EXPLORATION

Event Date	Time	Location
<b>Wednesday, October 30</b>	Morning Session: 9 – 11:30 AM Afternoon Session: 12 – 2:30 PM	Appleton Campus
<b>Thursday, November 21</b>	Morning Session: 9 – 11:30 AM Afternoon Session: 12 – 2:30 PM	Appleton Campus
<b>Wednesday, January 29</b>	Morning Session: 9 – 11:30 AM Afternoon Session: 12 – 2:30 PM	Appleton Campus
<b>Wednesday, February 12</b>	Morning Session: 9 – 11:30 AM Afternoon Session: 12 – 2:30 PM	Appleton Campus
<b>Tuesday, March 24</b>	8-45 – 11:45 AM	Appleton Campus
<b>Wednesday, March 25</b>	8-45 – 11:45 AM	Appleton Campus
<b>Tuesday, April 21</b>	Morning Session: 9 – 11:30 AM Afternoon Session: 12 – 2:30 PM	Appleton Campus

### COLLEGEWIDE EVENTS

Event Date	Time	Location
<b>ANNUAL OPEN HOUSE: Thursday, October 8</b>	3:00 – 7:00 PM	Appleton & Oshkosh Campuses
<b>COLLEGE PREVIEW &amp; TECHNOLOGY FAIR: Tuesday, February 11</b>	3:00 – 6:00 PM	Appleton Campus