THE UNIVERSITY OF TEXAS AT EL PASO

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**ESE Peer Leader**

**Application instructions**

We invite you to apply for the position of Entering Student Experience Peer Leader (PL). Peer Leaders are not only student employees but are also campus leaders. In a nutshell, they serve in the *UNIV 1301: Seminar in Critical Inquiry* course, whichis a Core Curriculum course designed to help students in their transition from high school to university, strengthen the skills necessary for college success, and enhance their engagement with the University. PLs also contribute to the ESE Peer Leader Program’s campus involvement via service, events, mentorship activities, etc.

Before you apply, please read the job description, responsibilities, and requirements, and be sure you are able to attend all mandatory training and workshop days. In order for your application packet to be considered, you must complete all of the following:

**Part 1 – Peer Leader Job Application**

Complete all of the information in the Peer Leader Job Application (this document).

**Part 2 – Interest Letter**

Submit a one-page interest letter addressing the following information:

* In your own words, what is the role of an ESE Peer Leader?
* Why are you interested in becoming a Peer Leader?
* What are the qualifications you have for this position?
* How can you contribute to the ESE Peer Leader Program team?
* What do you hope to gain or learn from serving in this position?

**Part 3 – Resume and Transcript**

Submit a resume detailing your education, employment experiences, skills, and campus involvement activities, such as Student Government Association, UTEP Edge Activities, Student Organizations, etc. When writing your resume, please visit the University Career Center located at 103 Union West for feedback.

Include an unofficial college transcript in your application package. You can also submit a form requesting that the Registration and Records Office send your unofficial transcript to [univpeerleader@utep.edu](mailto:univpeerleader@utep.edu) free of charge. The Registration and Records Office is located in the Mike Loya Academic Services Building, room 107. Their phone number is (915) 747 – 5544, and their email address is records@utep.edu.

**Part 4 – Recommendation Release Form**

Complete the Recommendation Release Form included in this packet. All applicants must have two recommendations: one from a current UTEP Faculty member and one from a current UTEP Staff member. UTEP Staff members may include Academic Advisors, Teaching Assistants, Organization Advisors, etc. If you are unable to provide the name of a current Staff member, you can submit an additional Faculty member.

Submit your **COMPLETED** application packet by **Sunday, June 12** to:

**univpeerleader@utep.edu** or via Job Mine.

If you have questions or need additional information about the position, please contact univpeerleader@utep.edu.

**House Bill 1922 Notice Requirements: With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.**

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**ESE Peer Leader**

**job description**

Peer Leaders are engaged students that possess leadership qualities and are dedicated to helping fellow UTEP students succeed. PLs work directly in two UNIV 1301 sections as part of the instructional team. The UNIV 1301 course focuses on fostering a sense of agency, engagement, and belonging among students as well as promoting academic success and professional preparation. In short, the course focuses on academic knowledge and skills, easing the transition from high school to college, and familiarizing the students with campus resources. PLs serve as student leaders, mentors, role models, and intermediaries between the professor and students.

**Responsibilities and Duties:**

* Collaborate with the course Instructor(s) to provide instructional leadership for two UNIV 1301 sections.
* Meet weekly with the assigned course Instructor(s) to assist them in planning the curriculum and instructional activities, both before the course begins and throughout the semester.
* Attend all UNIV 1301 class sessions—whether in person or synchronous online.
* Coordinate with the course Instructor(s) to meet with each UNIV 1301 student outside of class at least two times during the semester. These conferences should encourage rapport between the PL and students, help monitor the UNIV 1301 students' academic progress, and facilitate any interventions and/or appropriate recommendations that may assist entering students' success at UTEP.
* Assist with grading, as requested by course Instructor(s).
* Hold 4 office hours per week (to be arranged with the course Instructor and PL Leadership Team).
* Help students become independent learners by serving as a source of positive motivation and emphasizing transferable skills.
* Model professional student behavior, such as being on time, remaining attentive and engaged, being actively involved on campus, attending campus events (especially those sponsored by ESE), etc.
* Promote and support UTEP’s academic policies and standards as well as its EDGE initiatives.
* Support and participate in the evaluation process of the Entering Student Experience, as requested.
* Attend ALL required Peer Leader Program training activities and workshops.
* Actively participate in the ESE Peer Leader Program’s engagement efforts, including campus events, volunteering, service hours, recruitment, etc.
* You will be hired for 19 hours per week in the Fall, Summer, and Spring semesters. This is a year-round job.

**Benefits of Serving as a Peer Leader:**

* Establish positive and professional relationships with faculty, staff, and peers within the program.
* Enhance your communication, presentation, and organizational skills.
* Strengthen your leadership qualities through helping students, attending workshops, and networking.
* Cultivate management and interpersonal skills to strengthen one’s professional development.

**Mandatory Training Dates:**

* All new Peer Leaders must be available to attend a mandatory Peer Leader Orientation scheduled prior to the start of the Fall 2022 semester. Reserve August 11, 12, and 15 – 18. ***Specific times TBA****.*
* All Peer Leaders must attend weekly Peer Leader workshops. Workshops are held on ***Fridays from 1:30 p.m. to 3:30 p.m.*** Workshops begin the first Friday of the Fall semester and end before Finals Week.

***Applicants who are not available for the orientation or the workshops will not be considered for the Peer Leader position.***

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**ESE Peer Leader**

**Job application**

**Requirements and compensation:**

* Have at least a 3.00 cumulative GPA\*
* Have completed a minimum of 24 college-level credit hours\*
* Have successfully completed both UNIV 1301 or its equivalent and RWS 1302 or its equivalent\*
* Be enrolled full-time at UTEP in both the Spring and Fall 2022 semesters (12 or more undergraduate hours)
  + This may include dual enrollment at UTEP and EPCC.
  + Some exceptions may be made, but they must be discussed with the Assistant Director.

\*Students who currently do not fulfill these requirements but will meet them prior to the start of the Fall 2022 semester, may submit an application and may qualify for an interview.

***The UNIV 1301 Peer Leader will be compensated $8.00 per hour for a maximum of 19 hours per week for the Fall, Spring, and Summer semesters.***

Please complete all of the following information.

Last Name: Click to enter text. First Name: Click to enter text. M.I.: Click to enter text.

UTEP ID #: Click to enter text. Major: Click to enter text. Minor: Click to enter text.

Address: Click to enter text. City & State: Click to enter text. Zip Code: Click to enter text.

Primary Phone Number: Click to enter text. Alternate Phone Number: Click to enter text.

UTEP Email Address: Click to enter text. Alternate Email Address: Click to enter text.

Number of credit hours completed: Click to enter text. Cumulative GPA: Click to enter text.

Have you completed UNIV 1301 or its equivalent? Yes  No

Have you completed RWS 1302 or its equivalent? Yes  No

Are you currently employed at UTEP? Yes  No

If yes, by which department? Click to enter text. How many work hours per week? Click to enter text.

How did you hear about this position? Click to choose an item. If Other, please specify: Click to enter text.

Would you be interested in being a Peer Leader for a first-generation college student specific course?

(you must be a first gen. student yourself) Yes  No  N/A

Click to enter text. Click to enter text.

**Signature** (provide your full name if electronic signature) **Date**

*By signing above, you certify that the information provided in this document is true and correct. You also understand that falsification of your application will cause this document to be invalid and may jeopardize any future employment with the ESE Peer Leader Program. By signing, you also authorize the Entering Student Experience to review your academic record in order to verify your GPA, earned credit hours/classification, and other job-related requirements.*

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**ESE Peer Leader**

**Recommendation release form**

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|  | Click to enter text. | | | | | | Click to enter text. | | |  |
|  | Applicant Name | | | | | | Date | | |  |
|  | Click to enter text. | | | | Click to enter text.ext. | | | | |  |
|  | Name of UTEP Faculty Recommender | | | | UTEP Email address | | | | |  |
|  | Click to enter text. | | | | Click to enter text.ext. | | | | |  |
|  | Name of UTEP Staff Recommender | | | | UTEP Email address | | | | |  |
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Click to enter text.Click Click to enter text.

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| --- | --- |
| **Signature** (provide your full name if electronic signature) **Date** |  |

*By signing the form above, I authorize the Entering Student Experience to request information from the references listed concerning my work performance, leadership potential, and general character. I further authorize the Faculty or Staff member receiving this form to give complete information as may be requested by the Entering Student Experience. I understand that the information requested will not become part of my official student record at UTEP and that such information will be treated as confidential.*

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*Please note: If hired, you will be required to complete all UTEP HR onboarding paperwork, including satisfactory outcome of a criminal background check, along with satisfactorily meeting the Immigration Reform Act by submitting the required documentation establishing your eligibility to work in the United States.*