Peer Educator Position Description, 2018-2019
Involvement & Leadership Development Programs - Student Leadership & Involvement

Peer Educators support OSU students through fostering involvement and development of organizational and leadership skills and knowledge. Peer Educators accomplish this through facilitating workshops and trainings, organizing leadership and involvement related events, providing consultations, and recognizing positive student engagement.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, Involvement and Leadership Development Programs include workshops, advising, programs, events, and more to support students in their out-of-class engagement. We oversee and provide support to student organizations and the Involvement Lounge in SEC 112. In addition, we offer many programs and resources that encourage members of the OSU community to identify and develop personal strengths in a leadership setting, develop organization and leadership skills and knowledge, and create a personal leadership journey.

Position Responsibilities: Students will be hired for one of the following two focus areas

Administration and Technology Team
- Manage administrative processes and communication (both electronically and in person) related to support of student clubs/organizations, including annual recognition, management of information in the database, review of activity reports and development of new clubs
- Provide 1-on-1 and group activity planning consultations to provide general information, referrals, coaching and education
- Complete other administrative tasks as needed, including room reservations, scheduling meetings, making copies, managing registration forms, assembling training materials, etc.
- Lead in development & maintenance of online educational tools, trainings and tutorials for clubs
- Oversee processes for data collection, assessment and evaluation
- Staff daily office hours to support drop-in advising and support for students

Outreach and Education Team
- Provide 1-on-1 and group consultations to provide general information, referrals, coaching and education related to involvement, leadership and group development
- Facilitate and develop workshops, programs, educational materials and other resources on leadership and organizational development topics
- Provide OSU students with advising and informational sessions related to involvement
- Plan and execute events related to leadership development and involvement, such as the OSU Leadership Conference and student organization orientation sessions
Shared General Responsibilities for Both Teams

- Manage communication related to workshop requests and event RSVPs
- Plan and execute activities and programs in the Involvement Lounge (SEC 112)
- Represent SLI at campus-wide committees, events, and campus Involvement fairs
- Uphold the values of Student Leadership & Involvement
- Staff signature SLI events and programming each term
- Engage in ongoing training, professional development and community building

Required Qualifications:

- Prior involvement in leadership activities, student organizations, community service or outreach
- Effective at project management in a self-directed environment, including: taking initiative, being self-motivated, setting timelines, organizing work with attention to detail, and following through on tasks
- Experience engaging with people from diverse or historically underrepresented identities, such as those based on national origin, race, ethnicity, sexual orientation, gender identity, ability, spirituality/religion, and/or political affiliation
- For Administration & Technology Team: Demonstrated knowledge of PC software, specifically Microsoft Office (Word, Excel, Publisher, PowerPoint), desktop publishing, and social media
- For Outreach & Engagement Team: Strong relationship-building and communication skills (interpersonal and written), and demonstrated ability in effective public speaking skills
- Currently enrolled student at Oregon State University for at least 6 academic credits (undergraduates) or 3 credits (graduate students) per term
- In good academic and conduct standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative and term GPA of 2.0 (undergraduates) or 3.0 (graduate students)

Preferred Qualifications:

- Experience with a student organization at OSU or other college, leadership activities, and/or event planning
- Interest/experience with social justice or community betterment
- Awareness of group dynamics and team development
- Experience with facilitation, as well as educating, training, and/or mentoring others
- For Outreach & Engagement Team: Demonstrated knowledge of PC software, specifically Microsoft Office (Word, Excel, Publisher, PowerPoint), desktop publishing, and social media
- Experience with advertising, marketing or outreach for events, projects or organizations
- Demonstrated knowledge of/experience with graphic design, photography, video, social media, website management, or multimedia

Terms:

- Start date May 29, 2018 for one-day orientation. Regular work hours start Tuesday, September 4, 2018 with the beginning of Fall Training
- Expected to work an average of 10-20 hours each week with some scheduled hours and some flexible program and project hours, as well as work evening and weekend hours as required to implement effective programming and outreach
- Required to attend weekly staff meetings and individual supervisory meetings
- Pay rate: $11.05-11.25 per hour
Training Commitment:
- Required to participate in all SLI staff training and professional development sessions
- Spring SLI Team Orientation Day: May 29-June 8, 2018 (to be scheduled based on availability)
- Fall Training: Tuesday, September 4 - Wednesday, September 19, 2018

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.