**ILEAD Peer Educator (30 hours/15 hours each semester; $9 per hour)**Student Leadership Programs, Center for Career & Leadership Development

**Job Summary:**

iLEAD Peer Educators assist other campus organizations with their programming, plan Student Leadership service days, and provide confidential peer-to-peer mentoring to their assigned Knights LEAD mentee and other students to connect them with resources that increase persistence in college during challenging times. Peer Educators will serve as a team for the Macon, Cochran, Eastman, Dublin, or Warner Robins campus. 10-12 students will be selected for this role.

**Major Duties:**

**Programming (25%)**

* Plan one service event per semester for the Student Leadership Programs participants. The fall service day may be done in coordination with the MGA Day of Service.
* Collaborate with other campus departments to plan, promote, and facilitate at least one program per semester (in addition to the Welcome Back tables). Programs have typically included Fresh Check Days with Counseling Services, Wellness Pop-ups, Career & Professional Development Days, and others related to student success.
* Assist with 2 student facing events per semester in coordination with the department hosting the event. These events could be career fairs, Student Leadership Conference, Student Leadership Challenge, Student Life Events, Open House, Orientation, etc
* Communicate regularly and attend monthly meetings during the fall and spring with the Coordinator of Student Leadership Programs to coordinate service day plans and share information and updates.

**Outreach (45%)**

* Share campus resource information with peers, friends, and classmates to increase student engagement and use of services
* Attend and assist with campus/university events in order to connect and refer peers to resources.
* Market specific iLEAD programs for your campus as well as other resources through a variety of methods including Presence/MGA Knight Life, social media, class announcements, and casual peer interactions
* Host Welcome Back tables during the first week of classes for your campus each fall and spring semester.

**Documentation (5%)**

* Maintain accurate records of programming participation and student interactions through the consistent updating of the Activity Summary provided by the Coordinator of Student Leadership Programs.

**Training (25%)**

* Complete NASPA’s Certified Peer Educator Training online
* Complete in-person MGA Resource Training in August or September.
* Complete ongoing trainings throughout the fall and spring semester.

**Knowledge Required by the Position**

* Knowledge acquired through NASPA Certified Peer Educator training, which is to be completed before official duties begin in August
* Knowledge of being a student at MGA as well as applicable student resources and services
* Demonstrated leadership potential; self-motivated.
* Exhibit strong communication, interpersonal, and helping skills in order to assist their peers with accessing campus resources.

**Supervisor**

* The Coordinator for Student Leadership Programs will be the primary supervisor and time approver, keeping records of overall iLEAD Peer Educator participation and involvement.
* The iLEAD Peer Educator coordinators (Director of Center for Career & Leadership Development, Coordinator for Student Leadership Programs, and a representative from Student Affairs) as well as the campus point of contact for the student’s particular group will work directly with the ILEAD Peer Educators to provide advisement and guidance.

**Minimum qualifications**

* Current MGA student in good academic and community standing who has completed at least one full fall or spring semester in the previous year at MGA
* Availability to complete 30 hours of training and service to the iLEAD program over the fall and spring
* 2.7 GPA or higher. Students with a lower GPA can submit a letter with the name of a faculty or staff member who would support their application.
* Must be registered for classes at MGA for the upcoming fall semester and plan to be enrolled in the following spring
* Interested in working with a diverse student body and learning about other cultures.

Stipends will be distributed at the end of each semester to iLEAD Peer Educators who complete their required duties and responsibilities.