The Academic Success Center is excited to be hiring for various paid student leadership opportunities for the 2020-2021 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 services offered, and currently open positions can be found online at www.purdue.edu/asc/team/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

<table>
<thead>
<tr>
<th>Role Focus</th>
<th>Office Assistant</th>
<th>Peer Success Coach</th>
<th>SI Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engage with visitors; assist with projects &amp; space management</td>
<td>1-on-1 coaching interactions to share resources &amp; strategies</td>
<td>Small group facilitation of course-specific &amp; interdisciplinary content</td>
</tr>
<tr>
<td>Application Opens</td>
<td>March 23</td>
<td>February 10</td>
<td>February 19</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>April 6</td>
<td>March 2</td>
<td>March 8</td>
</tr>
<tr>
<td>Application</td>
<td>Online through Success Factors</td>
<td>Online through ASC Website for Initial Screening</td>
<td>Online through ASC Website for Initial Screening</td>
</tr>
<tr>
<td>References Required</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Interview Process</td>
<td>Individual</td>
<td>Group and Individual</td>
<td>Group and Individual</td>
</tr>
<tr>
<td>GPA Requirement</td>
<td>2.5 cumulative</td>
<td>3.0 cumulative</td>
<td>3.3 cumulative + course-specific grade requirements</td>
</tr>
<tr>
<td>Avg. Hours per Week</td>
<td>7-10 hours</td>
<td>4-7 hours</td>
<td>10-15 hours</td>
</tr>
<tr>
<td>1st Semester Wage</td>
<td>9.25/hr</td>
<td>$9.75/hr</td>
<td>$10.00/hr</td>
</tr>
<tr>
<td>Training + Professional Development Provided</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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
Student Office Assistant for ASC

Overview of Role

Office Assistants 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, executing vital organizational tasks like checking students in and responding to information requests, and much more.

Responsibilities of Position

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
- Notifying staff of appointment arrivals and queueing guests in an organized fashion
- Taking phone calls, responding to questions/concerns, and forwarding calls to appropriate parties when pertinent
- Utilizing the BoilerConnect kiosk system to book, cancel, or change appointments as needed
- Maintaining physical ASC Center Space (Spot cleaning, refilling paper and other office materials, etc)
- Enforcing Center policies as necessary (Asking students to move or vacate spaces prior to SI sessions, addressing unruly students/guests, etc)
- Various administrative tasks (Copying, inputting data, creating documents, digitizing paper documents, etc)
- Assisting ASC staff with various projects as needed
- Attend semester training sessions (the Friday & Saturday before classes start) and regular supervisor meetings with supervisor and other designated ASC Staff
- Additional duties, administrative tasks, and professional development as determined by supervisor

Qualifications for Office Assistant Position

- Current undergraduate student with minimum cumulative GPA of 2.5
- Proactive and independent worker with positive attitude
- Excellent communication, interpersonal, and organizational skills
- Strong computer/technology skills
- Willingness to collaborate and accept feedback
- Ability to meet deadlines
- Willingness to take on additional tasks
- Comfortable with ambiguity

Hours & Compensation: shifts are 7-10 hours a week, starting wage of $9.25/hour
Office Assistant Application Process

Application Materials

To apply for the office assistant position, you must submit the following through the online application:

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 from Purdue (advisor, supervisor, faculty, etc.)
   a. Please note that we will be contacting your references

Selection Timeline

1. Online application opens on Monday, March 23.
2. Interview invitations sent week of April 6.
3. Hiring notifications will be made the week of April 27.

Please direct any questions about the position to Karen Jacobsen at jacobsek@purdue.edu
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 upperclassmen who coach their peers through personal, academic, and social concerns such as studying for exams, connecting with campus resources, finding motivation, getting involved in campus activities and organizations, and managing time. PSCs meet weekly or biweekly with their coachees 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 weekly or biweekly with assigned coachees and documenting meetings in Boiler Connect system
• Attending biweekly trainings, as scheduled, throughout the year
• Attending required check-ins with PSC Supervisor throughout the semester
• Holding 1 office hour per week
• 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 2020 must:

• Be an undergraduate student who has attended Purdue for at least 2 semesters
  o 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 available for biweekly 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
• 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 $9.75/hour
PSC Application Process

Application Materials

To apply for the PSC position, you must submit 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 noon on Monday, March 2, 2020
2. Be available for a possible group interview on Monday, March 9 or Tuesday, March 10, 2020
3. Be available for a possible individual interview between Monday, March 23 and Friday, April 3
4. Hiring notifications will be made the week of April 6, 2020

Please direct any questions about the position to Shruti Nelson at shrutin@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 professional 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 Position

SI Leaders are responsible for a number of tasks, including:

- attending 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 once a week
- meeting with SI Leader team and professional staff supervisor a few times a semester
- additional documentation, administrative tasks, and professional development opportunities

Qualifications for SI Leader Position

Students interested in applying to be a SI Leader for Fall 2020 must:

- be an undergraduate student
- have a cumulative GPA of a 3.3 or higher
- be able to commit to working 10-15 hours a week in this position
- be able to attend the two day pre-semester training (Fri. 8/21- Sat. 8/22)
- meet course-specific requirements (typically a B+ or higher in the supported course)
- have attended one of the following options
  a. four or more SI sessions since Spring 2019, OR
  b. one SI Recruitment Interest Session during February or March 2020 (details below)

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 SI sessions since Spring 2019)**
   - 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:
     - Wednesday, February 12, 5:30-6:30 pm
     - Thursday, February 20, 1:30-2:30 pm
     - Tuesday, February 25, 10:30-11:30 am
     - Tuesday, March 3, 7:30-8:30 pm
   - Students must register to attend one of these sessions. Click here to register for the Interest Sessions or visit https://tinyurl.com/SI-interest-F20

2. **Complete the application (Feb. 19 – March 8)**
   - The application will open on February 19 and be available through the ASC website.
   - The application will close at 11:59 pm on March 8.

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 the week of March 23.

4. **Attend Individual Interviews, if invited**
   - Select candidates will be invited for an Individual Interview based on course need and group interview scores.
   - Candidates will need to provide names and contact information for two professional references as part of the individual interview process.

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