



Peer Academic Leader First Year Course Job Description

Function: To provide first-year students with social and academic assistance in their transition to college for Academic Year 2020-21 through facilitating the UNIV 1131 class.

Scope: Responsible for accurate dissemination of information on academic and student affairs policy, programs and procedures. Instruct on topics including critical thinking skills, study skills, major exploration, and other student success/academic success areas.

Duties:

- Teach a 2 to 3-hour Learning Community (LC) course.
- Hold and attend 1-3 office hours weekly related to assigned LC course. Hold and attend 1 study group hour weekly with assigned LC course.
- Adequately prepare lesson plans on required First-Year topics and use effective methods of instruction within your assigned LC course. Lesson plans are turned in weekly to assigned Senior PAL by Sunday at 5pm for the upcoming week.
- Advise students on matters concerning academic policy, programs and procedures. Refer students to appropriate officials/offices when necessary.
- Be available to answer student questions in person or via correspondence in a timely manner.
- Maintain accurate records on students enrolled in assigned LC class.
- Accomplish varied clerical tasks.
- Perform related duties as assigned.
- May require light lifting and some live-on positions will require living in a residence hall.

Each of these openings will be working with specific departments on campus. The described adjustment courses, referrals, and advisement sessions will address the specific needs of students in the academic and social programs at UT Arlington.

QUALIFICATIONS:

- ☆ One semester or more of college required.
- ☆ Must have a minimum cumulative and semesterly GPA of 2.75.
- ☆ Previous experience passing a UNIV/Learning Community 1131/1000.
- ☆ Proficiency in all phases of duties performed.
- ☆ Strong interpersonal and public communication skills.
- ☆ Must be able to attend and complete UNIV 3335 PAL Training Course (new hires only).
- ☆ Must be able to attend and complete Summer PAL Training (all employees).
- ☆ Must be able to provide accurate and reliable information to students and supervisors.