



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

**OFFICE OF NEW STUDENT COURSES**  
DIVISION OF STUDENT SUCCESS

### **Peer Academic Leader: Transfer Year Course Job Description**

**Function:** To provide students with social and academic assistance in their transition to UT-Arlington for the Academic Year 2020-21

**Scope:** Responsible for accurate dissemination of information on academic and student affairs policy, programs and procedures. Instruct on career development, degree planning, major exploration, and other academic and student success areas.

**Duties:** Teach a 1 to 3-hour Learning Community (LC) course both Fall and Spring Semester. Hold and attend 1-2 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 Transfer 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. Available to answer student questions by 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.

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 1101 course preferred.
- ☆ 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 teach a UNIV 1101 or 1000 course Fall and Spring Semesters
- ☆ Must be able to provide accurate and reliable information to students and supervisors.