

College of Business Academic Services

Welcome Team Peer Leader

Job Description:

Jack Holland Student Success Center Welcome Team Peer leaders work collaboratively with a team of professional advisors to help orient new and current students to SJSU and the College of Business. Tasks include working in small groups and in one-to-one situations answering academic questions about degree requirements, course enrollment options and tools, and campus resources.

Responsibilities:

- Facilitate JHSSC activities and assist with Department and College events (e.g., Launch Day);
- Staff the JHSSC Center and answer general questions regarding classes, registration, college/university policies, and campus resources;
- Facilitate workshops
- Create and participate in social activities for Business students;
- Complete special projects for the JHSSC;
- Guide students to buildings, connect students to department advisors, and other academic support resources available at SJSU
- Maintain a clean, comfortable, and tidy environment

Desired Skills:

Qualified candidates will have the ability to work in teams; commit to an academic year (2017-2018); be knowledgeable of SJSU campus resources; work in an inclusive work environment, take initiative and demonstrate leadership potential; and have excellent interpersonal communication and presentation skills. Invited candidates must be able to attend an on-campus, in-person interview.

Mandatory Training Dates: January 2017

Mandatory Welcome Team Peer Leader dates

- Welcome Team Peer Leader work hours: Approximately 20 hours per week, primarily 8am-6pm M-TH and 8am-12pm on Friday.

Compensation: \$12/hour

Eligibility:

- Current business majors
- At least 3 semesters remaining
- Have been a student at SJSU for at least 2 semesters
- Minimum cumulative GPA of 3.0 but 3.5 GPA or higher is desirable

Contact information

Name: _____

SJSU Campus ID Number: _____

SJSU E-mail Address: _____

Phone: _____

SJSU Major: _____

Year in school

Minor (if applicable): _____

1st year

3rd year

Expected graduation term: _____

2nd year

4th year

SJSU GPA: _____

Availability

During which hours are you available to work as a Welcome Team Peer Leader in Spring 2017?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Commitments

List other commitments (leadership positions, on-campus employment, off-campus employment, internship, etc.) that you have planned for the Spring 2017/2018 and Fall 2017 terms.

Application Requirements

Application materials must be received by **6pm on Friday, November 18, 2016**.

Submit your application materials to the following e-mail address: jackholland-center@sjsu.edu
Students will receive a confirmation email upon submission of their application.

Include the following items with this application:

 Cover Letter

Please address the following in your cover letter:

1. In what ways have you modeled the “Desired Skills” of a Welcome Team Peer Leader?
2. Why do you want to be a Welcome Team Peer Leader for the LCoB?
3. What is your experience in helping others?
4. How do you think you could contribute to making the JHSSC support students more effectively?

 Resume

Your resume should include information on your background including your education, extra-curricular activities, awards, internships, leadership experience, and work experience.

 References (2) from a non-student

At least one must be from a professor and/or one from a professional (employer, volunteer, supervisor, etc.) or a second professor. Do not include friends or family.

 Reference 1—SJSU Professor/Faculty

Name: _____
Title: _____
Phone Number: _____
E-mail address: _____

 Reference 2—Professional or SJSU Professor/Faculty

Name: _____
Title: _____
Phone Number: _____
E-mail address: _____

 Unofficial Transcripts

Including SJSU and any other college/university where you have completed coursework

 Copy of Spring 2017 Schedule

Application Process:

Application due: **November 18, 2016**

Application will be reviewed: **November 21-23, 2016**

**Selected applicants will receive invites for an on-campus interview:
November 23, 2016**

Interviews will be held: **December 5-16, 2016**

Selected applicants will receive offer letters: **December 19-23, 2016**

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Welcome Team Peer Leader, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): _____

Signature: _____

Date: _____