

School of Global Management and Leadership

Peer Leadership Program

Purpose

The School of Global Management and Leadership Peer Leadership Program will serve all SGML undergraduates in ALL SGML undergraduate programs. Peer leaders will assist incoming students, first-year and transfers, to learn and understand the university and SGML's policies and procedures. They will help students to understand the registration process and academic opportunities, and assist students in using available campus resources. SGML peer leaders will be deeply involved in helping SGML students understand how their educational choices and experiences link to their career and personal goals.

The mission of this program is to offer selected SGML candidates an opportunity to improve interpersonal and professional skills and explore career opportunities through peer coaching and advising.

Program's Home and Delivery

The Peer Leadership Program is managed by the School of Global Management and Leadership (SGML) undergraduate Student Support Services Office and is open to all SGML undergraduate students.

Peer Leader Roles

Peer leaders are Para-professionals that work in the Student Support Services Office (FAB N101), in direct contact with SGML students, faculty, and staff. Peer leaders meet and greet all students and guests as they enter the Student Support Services Office. They are the first contact and assist with student questions or concerns. Peer leaders will be expected to run through a series of questions to assess the students' needs, answer questions, recommend campus resources, make the student an appointment with an advisor, or recommend a plan of action. Peer leaders may also be requested to attend various school-organized events and must commit to a minimum of **ten hours** per week and be able to attend and support at least one Saturday or evening event per semester.

Peer Leaders will assist SGML advisors and academic support staff with appointments, gathering student record information and freshmen orientation sessions and other office duties as assigned.

Eligibility

Must be an SGML student who has completed 12 semester credit hours at ASU and achieved an over all G.P.A of 3.00. Must be committed to work for two semesters (fall 2008 and spring 2009), consideration will be given to students graduating fall 2008 and would like to participate, but must be able to work a minimum of ten hours during their selected shift. (See application)

Peer Leadership Training (Friday, May 16th) All students selected to interview in April must also attend a mandatory training session to be considered in the hiring selection for a peer leader position.

Training will include: Institutional policies (ASU & SGML), FERPA, student academic success policies and career development theory and processes. Continued training will include, but not be limited to the following topics: communication skills, coaching skills, student referrals, ethics, office protocol, specific program requirements, course selections, pre-registration requirements, advising/administrative forms, reading and using Degree Audit Reporting System (DARS) reports in degree and career planning and advising, graduation checks, team dynamics, and on-line resources. Peer leaders will have opportunities to practice what they learn in each training session and prior to working with peers.

2008-09 Peer Leadership Program Application Form

Name: _____

Student ID# _____

Local Address: _____

Contact Phone Number: _____

Email Address: _____

What is your class standing? Freshman Sophomore Junior Senior

SGML degree program: _____ Concentration _____

Cum GPA _____ Number of Credits Earned _____

Expected graduation date: _____

Which shift would you be able to work for fall 2008 and spring 2009 semesters?

Morning (8-1)

Afternoon: (1-6)

If you have already registered for fall 2008, what hours are you able to work? _____

**We are looking to hire 8 peer leaders; four to work within the range of 8am-1pm and four to work from 1pm-6pm. Once students select a specific time frame, they must commit to that time frame for both fall 2008 and spring 2009 semesters.

Application process, please Attach:

- A completed application form and questionnaire
- Letter of introduction (include relevant knowledge, skills, and experience.)
- One-page resume with 2 references (names and contact information)

Interviews will be during the month of April which will include mandatory orientation-training session Friday, May 16th. All students selected to interview must also attend training session to be considered for hire.

Pay: **\$9.00** per hour

Submit application information to:
SGML Advising Office **FAB N101 – Front Desk**
602 543-6200

Application Questionnaire

Complete the following by typing your answers below or on a separate page.

1. Why are you interested in being a peer leader?
2. What do you think is the most important role a peer leader can or should play?
3. What skills/qualities do you think you will bring to this position? Why do you think these are important skills/qualities for a peer leader to have?
4. What experience do you have in working as part of a team? What role do you typically play in a team situation?
5. Describe the qualities you think are important for a team to be successful.