General Information

A Peer Assistant works in the Minority Access & Achievement Program office specifically with the Peer Assistant Linkages and Support (PALS) Program.

The Peer Assistant position is one that requires excellent organization and communication skills, teamwork, a positive attitude, and the ability to empower and motivate first year underrepresented students at UH Hilo.

Duties:

Peer Assistants provide assistance and support to underrepresented students who are incoming freshmen and transfer students at UH Hilo.

- Regularly contact students to ensure academic, personal and social adjustment.
- Mentor and role model positive academic success skills.
- If possible, provide tutoring in various subjects.
- Make appropriate referrals to on-campus resources as needed.
- Disseminates pertinent information to students about academic policies, financial aid, and other university activities.
- Organize and conducts support group sessions (RAP sessions).
- Facilitate group discussion on academic and personal support issues and skills (i.e. time management, study skills, self development, communication).
- Maintain and submit accurate contact reports of interactions with students.
- Plan and participate in social, cultural and recreational activities and projects as assigned.
- Assist with recruitment activities.
- Perform various administrative office duties such as filing, copying, typing and all other duties assigned.
- Work collaboratively with the team of other Peer Assistants.
- Other duties as assigned by Counselor or Director of MAAP.

Minimum Qualifications

Ability to work independently; knowledgeable of the University of Hawaii at Hilo system (policies, procedures, requirements, activities, etc);* At least one semester of attendance at the UH Hilo campus; sophomore status and above at UHH; sensitivity, knowledge, and ability to relate to student of underrepresented ethnic groups, demonstrated ability and interest in working with minority students; ability to communicate and relate effectively with people; ability to advise and tutor in specific majors congruent with PALS participants; able to work on some weekends and evening hours; must maintain high academic standards and remain in good academic standing.

Other Information

Recruitment of Peer Assistants will be based on majors of the incoming students.

RATE of PAY:  A-3 - $9.45 per hour.

Application instructions

1) Log-on to the University of Hawaii Student Employment & Cooperative Education website @ https://sece.its.hawaii.edu:9443/login.do. Print a referral for Job Number 19180-A3.

2) Print referral and bring a copy of it and your completed Peer Assistant application (on the next page) to Ginger Hamilton or eeman agrama-minert in the Minority Access and Achievement Program Office in the Student Services Building, Room 202 or 203 or call 974-7451 or 933-3229.
Personal Information:

(last name) (first) (middle) Student ID#

Local Street Address (address while attending UH Hilo):

(Street) (city) (state) (zip) (Hilo home phone #) (cell phone#)

Permanent Home Address, if different:

(city) (state) (zip) (home phone #)

(UH Hilo e-mail address) please note: we will only use your UH email account to correspond with you

Educational Information:

High School Graduated From: ________________________________

Other Colleges Attended: ________________________________

Present Classification: Freshman _____ Sophomore _____ Junior _____ Senior _____

Major/Minor/Certificate: ________________________________ Expected Date of Graduation: _____

Current Grade Point Average (GPA) ______ Cumulative GPA ______

Future Career/vocational Plans ________________________________

Work Experience:

List any current and previous employment. (If possible, attach resume)

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Computer Software /Administrative/Office Skills:

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Ability to tutor in the following subjects:

________________________________________

Other Related Skills:

________________________________________

Other information:

Are you available to work during the semester breaks? Yes ___ No ___
Are you available to work in the evenings & weekends? Yes ___ No ___
Have you been awarded college work-study? Yes ___ No ___
(If yes, please provide a copy of your award letter.)

References:

List two references that we may contact (preferably campus faculty or staff).

Name | Relationship | Time Known | Phone#

________________________________________

Personal Statement:

(Please feel free to type your responses on a separate sheet.)

Please write a statement which includes:

- Why you are interested in the Peer Assistant position - (reflect on your own experiences and how they relate to this position)
- What you feel you can contribute to the MAAP office and the PALS program and ways you could learn from the experience as a Peer Assistant.

________________________________________

I verify that the information above is accurate and truthful, and I authorize the Minority Access and Achievement Program staff to obtain a copy of my transcript and current registration.

________________________________________

Signature

________________________________________

Date

Other information:

References:

Personal Statement:
Name ___________________ Semester ________________
Address ________________ ________________ ________________
Major __________ Phone # __________ Cell Phone # ____________
Other Work Location __________________ Work Phone # ____________
UH Hilo E-Mail Address ________________________________________

List course alpha & number, include other work and any other time unavailable to work or meet.

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Please include your Saturday and Sunday schedule if you have regular commitments such as another job or family responsibilities:
Saturday: __________________________________________________________________________
Sunday: __________________________________________________________________________