

## **Peer Assistant Application Information - 2020-2021**

### **What is the Peer Program?**

The Peer Program provides leadership opportunities for students by enabling them to engage in service in various campus departments in exchange for tuition waivers. Peer Assistants are associated with a service department performing administrative and student leadership activities. Peer Assistants must enroll in the 2-credit Student Leadership courses (Fall/Winter/Spring), which are free to the PA.

### **What the Peer Assistant positions?**

***Admissions and Recruitment:*** PA's serving as student ambassadors will lead campus tours, prepare materials for off-campus recruitment activities, and communicate with prospective students via email, phone and mail. They will represent CCC at college and career fairs and high school visits, host special events, and staff college information booths. Student Ambassadors may also help staff the Admissions reception desk, helping new and prospective students navigate the admissions process.

***Advising and Career Services:*** PA's will staff the Advising Desk in the Community Center to provide information to students, staff and community members focused around all student support services that take place in the Community Center. PA's will be trained to answer a wide range of general questions for multiple academic support areas (i.e. Academic Advising, Career Services and Graduation Services) and help others access services to support their academic careers at CCC. This position works in a fast paced customer service-oriented environment.

***Counseling Department:*** PA's will staff a reference desk in the Community Center to guide and answer questions for students, staff and community members, while also providing support services to the staff in the counseling department.

***Disability Resource Center (DRC):*** PA's will staff the reception desk in the Disability Resource Center. They will serve as a guide to answer questions for students and community members, while also providing support services to the office staff.

***Financial Aid:*** Peer assistants will help with general office duties. Duties may include assembling informational packets and mailers, ordering forms, processing mail, light cleaning and organizing of office and lobby, and stocking supplies. Student may also be called on to assist the Federal Work-Study and Scholarship Coordinators.

***Multicultural Center:*** Help Multicultural Center staff and work with fellow student leaders to plan educational and social events for the college community; serve as a resource and advocate for underrepresented students. Hold office hours, plan activities, create and share event flyers and promotions on social media, assist with international student events, and help with set-up and breakdown of multicultural events.

***Student Life and Leadership:*** Assist daily operations and special projects within the department, including the Associated Student Government (ASG) office, the Cougar Cave food bank, and the Multicultural Center (MCC).

***Title III Navigator:*** Support CCC's Guided Pathways efforts with helping students "get on a path" by engaging newly admitted, first generation and non-traditional applicants with navigating the systems,

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policies, and steps necessary to be ready for registering and enrolling in coursework for the identified application term. This includes assisting students with establishing a focused educational plan, creating a clear financial plan, meeting with staff from advising and career services, getting registered and using classroom tools like the library, syllabus, and Moodle.

**Transportation Systems:** Invite CCC students, staff, and faculty to learn more about transportation options, respond to questions about transportation to, from, and between CCC campuses, assemble and deliver information to students and departments, and identify other opportunities for outreach and partnership.

### What is the selection process and time commitment?

To qualify, you must:

- Have a minimum 2.75 cumulative GPA
- Be in good academic standing
- Have familiarity navigating CCC and related websites, processes, etc.

If selected, you must also:

- Enroll in the 2-credit Student Leadership Course (HD 220, 221, or 222) during each of the Fall, Winter, and Spring terms that you serve in the Peer Program. There is no cost for this course. The 2 credits for this class do not count toward the hour-per-hour waiver for hours worked.
- Students who have already taken the leadership course for each term will participate in the 2<sup>nd</sup>-year Leadership Seminar and choose either to conduct 15 hours of service learning or serve 15 extra hours at their Peer Assistant placement.
- Be committed to serving in the Peer Program for at least two consecutive terms.

### Compensation

Students in the Peer Program receive a tuition waiver for the number of credits equal to the number of hours per week working on site. The tuition waiver covers resident tuition only. If you are a non-resident or an international student, you will pay the difference between resident and non-resident tuition.

### Tuition Waiver & Time Commitment Calculation

Full Time	12 hours/week	Scheduled hours at site for 11 weeks
	2 credits	Student Leadership Course
	Total service hours: 132/term	

Part Time	6-8 hours/week	Scheduled hours at site for 11 weeks
	2 credits	Student Leadership Course
	Total service hours: 66-88/term	

### How do I apply?

Submit all required application materials [peerprogram@clackamas.edu](mailto:peerprogram@clackamas.edu). Questions can be directed to be e-mail or by phone 503-594-3444.