Peer Leaders generally work an average of 7 hours each week at a $17/hr pay rate for 13 weeks of the semester.

Peer Leader obligations include:

- participating in one hour of content meetings and / or spend one hour preparing for upcoming sessions (or up to two hours of prep if hosting review sessions).

- communicating frequently with the Instructors for the course they are supporting and establish how the Instructor prefers the Peer Leader communicates with the class (how to introduce yourself to the students, add your schedule information to the Blackboard course site, check in with Instructors, etc.).

- providing academic support utilizing various approaches depending on prior approval from your Instructor. These approaches may include:
  - supporting active learning during lecture or discussion sessions,
  - assisting with official course discussion boards such as Discord,
  - offering structured, weekly / pre-exam review sessions as a team of Peer Leaders,
  - hosting limited, weekly, student drop-in hour sessions. These sessions should be accessible to all students and listed on the MSLC website (in-person or online if during evenings / weekends).  
    Please note that at least one weekly session / working hour will take place in-person in the MSLC!

- attending Peer Leader Team meetings scheduled throughout the semester.

- reading weekly update emails from the Director and replying as needed.

- tracking and submitting participation records for all online sessions.

- submitting time cards to the MSLC and official UIC web entry system each pay period (biweekly).

- serving as a leader in the MSLC space by following all guidelines and helping us uphold MSLC policies.

TRAINING

- All Peer Leaders are required to complete any campus training necessary for student employees. Some of these will be required during the initial hiring, and others such as the ethics training (Fall), are offered annually and must be completed by a particular deadline.

- Review all MSLC Procedures documents each semester prior to starting work.

- Attend Peer Leader Team meetings and/or additional training sessions scheduled by the MSLC staff. This is really important especially as the MSLC continues to operate in a hybrid manner. The MSLC wants to maintain open communication and let everyone know the team is always here for them!

- New Peer Leaders are required to participate in the NATS 200 course (Tuesdays at 11AM or Wednesdays at 1PM for Fall 2024) to learn more about teaching and providing academic support to students. Returning Peer Leaders are welcome to drop-in as well! New Peer Leaders will receive access to enroll during the first week of classes.