

SCIENCE PEER LEARNING ASSISTANT (PEER LEADER) ROLE

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.