



POSITION DESCRIPTION

UNIV 101/201 is a one credit-hour, elective course coordinated through First- and Second-Year Experience. UNIV exists to help new students make a successful transition to college life at Northern. Peer Instructors work with UNIV instructors to serve as resource persons for new students. They typically assist in planning course activities, facilitating class discussions, and providing information to students on a peer level. Placement as a Peer Instructor is both an honor and a rewarding opportunity for professional and personal growth. This is a volunteer position open to undergraduate students who meet the criteria below.

REQUIREMENTS

Students must meet the following qualifications:

- Have a cumulative GPA of 2.50 or higher
- Prior UNIV 101/201 students preferable
- Demonstrate an ability to communicate effectively to a class of first-year students
- Be able to serve as a positive role model for first-year students
- Have 3-4 hours per week to commit to the PI position during fall 2013
- Be able to speak effectively on:
 1. Personal management skills (time, stress, health)
 2. Academic achievement skills (study, note-taking, test-taking)
 3. Living in a diverse community
 4. Getting connected (clubs, jobs, campus activities)

TIME COMMITMENT

All Peer Instructors must attend two training sessions: one in April and one in August. During summer 2014, Peer Instructors will be assigned to a section of UNIV 101 or 201 and will be expected to attend all class meetings in the fall. UNIV 101/201 classes typically meet twice a week for 50-75 minutes for the first 12 weeks of the semester. Meetings with the instructor(s) are also required as needed. There may be additional training opportunities and PI meetings throughout the fall 2014 semester with additional opportunities for leadership roles.

APPLICATION & SELECTION PROCESS

Please return completed application to First- and Second-Year Experience office, located in the Chick Evans Field House room 101. Applications must be received by 4:00 p.m. on **Friday, December 6, 2013** to be considered for the priority deadline. Applications will be accepted through Friday, April 4, 2014 but with limited position availability. The first round of interviews will begin after winter break starting Thursday, January 23, 2014. You will be notified of the position in late January. The second round of interviews will be conducted in late March.

QUESTIONS?

Feel free to contact First- and Second-Year Experience staff at 753-0028 or at firstconn@niu.edu.

Space is limited...apply early!

*Equal Opportunity Affirmative Action Employer
Division of Academic Affairs*

***Priority applications are due by 4:00 p.m. on December 6, 2013.
Applications are due by 4:00 p.m. on April 4, 2014.***

Please keep this page for reference and complete the attached page.

PART I: APPLICANT INFORMATION

Name: _____ Male Female

Mailing Address: _____ City: _____

Cell Phone: _____ Preferred E-mail: _____

Z-ID: _____ Year in School: Fr. So. Jr. Sr.

Expected Graduation: _____ Cumulative GPA: _____

Major: _____ Minor : _____

Did you transfer: Yes No If Yes, What semester: _____

Did you take UNIV 101 or UNIV 201?: Yes No If Yes, semester?: _____

UNIV 101/201 Instructor: _____

Campus/Community Involvement: _____

PART II: REFERENCES

Please provide information about the UNIV 101/201 instructor(s) whom you worked with:

Name: _____ Position/Title: _____

Phone: _____ Email: _____

Semester served as a PI: _____

Name: _____ Position/Title: _____

Phone: _____ Email: _____

Semester served as a PI: _____

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signed: _____ Date: _____

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