



# Residential Peer Academic Leader (PAL)

## Faculty Support

- Work closely with Faculty to outline and communicate classroom expectations
- Do pre-checks of classrooms, ensuring rooms are unlocked and organized
- Test classroom projector and computer in preparation for student and faculty arrival
- Consult regularly with Faculty regarding a student of concern, academic, social issues

## Student Support

- Support students emotionally and academically to ensure student growth and development
- Host weekly **mandatory individual "Advising Sessions"** with your students
- During advising sessions discussions should be about:
  - **Academic progress**
  - **Study and time management tips and concerns**
  - **Academic development**
- Offer constructive feedback and commentary to spark intellect and curiosity
- **Host group discussions** with your students to build a community and open communication
- Assist in creating an open environment that will facilitate the desire for students gain self-motivation
- Be a role model who is organized, balanced, student-centered, reliable and accessible
- Be patient, caring, understanding, flexible and adaptive to students needs and concerns
- Project a positive image and maintain high professional standards
- Solve problems through good judgment aligned with pedagogical best practices
- Ensure students feel heard, appreciated and willing to engage during class and one-on-one sessions

## Supervisor Support

- Assist with creating and hosting **College Prep Workshops**
- In supervisor absence, host college prep workshops
- Work on designing print and social media material to promote college prep workshops to students
- Document student progress and engagement levels during advising sessions
- Work closely with supervisor to discuss and communicate program expectations and policies
- Work closely to assist your supervisor to reserve spaces and technology for workshops

## Collaboration

- Communicate with Faculty and Teaching Assistants regarding class related concerns
- Serve on small group committees to plan special events and affinity clubs
- Attend at least two programs planned by an Program Leaders
- Work closely with campus partners such as Well-Woman, Community Safety, Healthcare Services, CARDS, Events Management, Beyond Barnard, Student Life and Residential Life
- Work closely with direct supervisor and the Pre-College Programs to coordinate special events such as Welcome Day, Check-in and Check-out, Orientation, and Closing Ceremony

## **Residential**

- **Work with Pre-College Team on planning, managing and overseeing Move-in and Orientation**
- **Serve on an on-duty schedule with fellow PALs to manage “morning calls”**
- Conduct detailed building and unit arrival checks prior to check-in and vacate inspections
- Work assigned stations and carry-out various duties during Check-in Day and Orientation
- Assist on-duty staff with curfew checks and ensuring that students are accounted for
- Assist on-duty staff in identifying college, residential and community policy violations and addressing them
- Assist on-duty staff with reviewing Check-In and Out log of students and doing outreach
- Chaperone and lead students to off-campus College Prep and faculty excursions
- Remain flexible and available as the presence of all staff members may be needed on campus in cases of emergencies such as power outages, storms or time deemed important for safety reasons

## **Communication**

- Check-in with supervisor and the Pre-College office staff frequently
- Notify Program Faculty and Supervisor of concerning or disruptive student behavior and/or attendance concerns
- Initiate follow-up discussions with students about class instruction, understanding and learning outcome
- Assist in developing students' communicative, study and time management skills
- Help students build confidence, develop problem-solving skills and critical thinking abilities

## **Administrative**

- Complete advising forms by stated deadline
- Complete classroom, workshop, advising, attendance and assessment forms by stated deadline
- Complete curfew log and review student check-in and check-out logs by stated deadline
- Assist Senior Program Assistant and supervisor with answering general questions
- Monitor surveys or sign-up responses from students interested in workshops or lectures
- Adhere to deadlines set by Supervisor and professional staff of Pre-College Programs

## **Other duties as assigned**

## **Terms of Employment**

**Appointment: Sunday, June 19, 2022 through Sunday, August 14, 2022**

**Compensation:** Review in Barnard Works

- On-campus housing (during duration of appointment)
- On-campus dining plan (during duration of appointment)

**Work Hours:** This is a part-time position not to exceed 20 hours per week, work hours will be discussed with supervisor.

### **Mandatory Meetings:**

- Training: Monday, June 20 - Friday, June 24, 2022
- Student Move-in/Orientation: June 30 and July 1 and July 24 and 25, 2022

**Weekends:** Staff will be required to work certain weekends throughout their appointment, weekend hours will be discussed with the immediate supervisor

**PALs are expected to be present and active for check-in/check-out and orientation**

## **Requirement and Qualification**

- Current Barnard College student in good academic standing
- Current Sophomore, Junior or Senior
- Current or prior experience as a mentor, teaching assist or advisor
- Leadership experience within a student facing departments such as Student Life, Residential Life, Beyond Barnard or Admissions etc.