Peer Advisor Leader (PAL) Position Description

Peer Advisor Leaders (PALs) assist in the planning, implementation and evaluation of all aspects of the fall New International Student Orientation Program. They are often required to cooperate with others and to sometimes subordinate their immediate needs and motivations for the purpose of building a strong team that is able to successfully deal with the responsibilities it has to all new students and their families.

Orientation involves constant change, reorganization, and evaluation. A PAL must be flexible and always ready and willing to make decisions, accept new tasks or take on additional responsibilities. PALs report directly to the Orientation Coordinator for International Student Services and to the Assistant Director for ISS.

Qualifications:
- Maintain a minimum 2.0 cumulative grade point average (undergraduate students) or a 3.0 cumulative grade point average (graduate students) and be in good judicial standings with the Institute.
- Possess good communication skills in order to facilitate group discussions.
- Be reliable, responsible, confident, dependable, flexible, and able to manage time.
- Display willingness to help others and enjoy working with other people.
- Demonstrate a desire to learn about RIT, its individual colleges, its regulations, its people, and its programs.
- Be classified as a full-time student within the Institute and registered for fall semester classes.
- Must be willing to reply to emails over the summer term from prospective students, even if not physically present at the RIT campus.

Role Description:
- Serve as a positive role model for new students by displaying the responsibility and maturity of an upperclassman;
- Acquaint new students with the RIT campus, its people, services, activities, and building locations;
- Participate and interact with new students and families in all parts of the orientation program, including social functions and meals;
- Facilitate and lead new students and parents in small group meetings;
- Assist students in understanding their academic responsibilities;
- Serve as a resource person when new students have a concern or problem. Be knowledgeable of campus services in order to provide referrals for new students and parents;
- Assist with all aspects of the orientation program, including preparation of orientation activities;
- Display initiative in assisting new students with special needs and concerns.
- Be a resource for new students during their first semester at RIT
Time Commitment:
- PALs are required to attend training meetings on campus in mid/late April 2016 (determined after PAL selection).
- PALs are required to attend a kick-off celebration in April/May 2016 (determined after PAL selection).
- PALs are expected to answer e-mails from prospective students once they are hired spring semester and agree to have their name/e-mail-major/home country posted on the International Student Services web page.
- PALs are required to return to campus no later than August 9th, 2016 to be available for mandatory PAL training, which will take place August 10-11, 2016 with additional responsibilities and set-up assignments on August 13, 2016. Early move-in date for PALs will be: Tuesday August 9, 2016.
- PALs will work all move-in day (August 13, 2016) and orientation days (August 14 and 15, 2016) from approx. 6:00 am – midnight. However, we will try to make sure that staff who begin working at 6 am are finished by 10 pm.
- PALs will be assigned duties during the “Week of Welcome” (August 15 - August 19, 2016) and will officially end their responsibilities on August 22, 2016. In addition, PALs will be expected to cover 1-2 events during fall semester.
- There will be a celebration dinner held in either September or October for all PALs.

Compensation:
- PALs will receive a $400 stipend, paid the first pay period in September as well as a $65 added to their student account just before PAL training and PAL t-shirts to be worn during orientation activities.

Application Process:
- Please submit a completed application to International Student Services by March 13, 2016. Applications should be submitted on-line through The Link. [https://thelink.rit.edu/organization/ISS](https://thelink.rit.edu/organization/ISS)
- Please note: One reference must be from a faculty/staff member on the RIT campus. The other reference should be someone who can speak to your qualifications as a potential RIT employee.

Questions?
- If you have any questions, concerns, or comments, please call the International Student Office at 585-475-6943, or email ISS at iss@rit.edu