

Peer Educator Internship Position Description

Position:	Peer Educator Intern
Location:	Center for Leadership Learning
Hours:	Combination of day and evening shifts with 12 hours <i>maximum</i> per week
Start/End Dates:	Start Date: Monday, September 14, 2020; End Date: Wednesday, June 30, 2021 Mandatory Training & Orientation: September 14 – 24, 2020 (excluding Sunday) Mandatory Mid-year Planning Meeting: Saturday, January 9, 2021 Mandatory Annual Leadership Conference: Saturday, February 6, 2021
Compensation:	\$13.75 per hour and transcript notation for internship position

Internship Purpose : Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Peer Educator Intern contributes to facilitating CLL's quarterly Leadership Essentials workshop series and develops and delivers peer-to-peer educational workshops for the greater undergraduate community.

Internship Description:

This position is a 3-quarter commitment and open to undergraduate students who do not hold another paid campus employment position. DACA and work-study eligible students and international students are encouraged to apply. Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Peer Educator Intern contributes to facilitating CLL's quarterly Leadership Essentials workshop series and develops and delivers peer-to-peer educational workshops for the greater undergraduate community. The CLL is a special academic program designed to provide leadership education and professional development opportunities for undergraduate students.

Internship Duties

Peer Educator Intern duties include, but are not limited to:

1. Serving on a team of workshop facilitators who coordinate and implement CLL's Leadership Essentials workshop series every quarter. Leadership Essentials workshops are CLL's primary leadership development modules, open to all undergraduates and required for students enrolled in the Student Leadership Development Program (SLDP). CLL Peer Educator Interns are responsible to learn each module and help deliver the workshop series every quarter.
2. Creating and implementing new and innovative peer-to-peer educational workshops for the greater undergraduate community, with specific concentration on First-year residential programs, student-led organizations, and other student services departments/units. Topics and focus of each workshop will be determined with the assistance of the CLL Director. Workshops will include activities and concepts supporting CLL's approach to leadership and professional development.

3. Coordinating peer-to-peer workshop requests and all logistics, including scheduling dates and times and preparing materials, handouts, and other items needed to fully deliver the workshops.
4. Maintaining knowledge of and conducting research, when necessary, on leadership theories, concepts, topics, models, and applicable activities.
5. Assisting with data entry as it relates to student attendance and participation and program evaluation and assessment for both peer-to-peer educational programs and CLL's Leadership Essentials Workshop Series.

General Duties

General program and office duties include, but are not limited to:

1. Delivering and facilitating program information sessions for the undergraduate community, with specific concentration on student academic clubs, organizations, and other student services units. Participating in seasonal tabling events to help promote the CLL, such as, but not limited to Fall Welcome events, Decision Day events, and CLL-specific events.
2. Maintaining knowledge and understanding of CLL's certificate-bearing programs – the Student Leadership Development Program (SLDP) and the Diversity Leadership Development Program (DLDP) – along with any other programs and events introduced through the academic year.
3. Helping maintain regular, consistent, and professional communication with active participants and prospective students regarding quarterly workshops, development programs, upcoming events, and any other program announcements via print, electronic and social media communications.
4. Advising active and potential student participants on certificate-bearing program requirements and other events and services offered through the year.
5. Providing administrative support including: monitoring student program registration and workshop participation, and various aspects of program planning as needed. Helping with general office duties such as front-desk reception and customer service, answering phones, filing, making photocopies, retrieving daily mail, monitoring supply inventory, and other duties as assigned.
6. Supporting CLL's marketing and recruitment efforts by providing feedback on marketing materials and other publicity items and actively seeking and creating opportunities to promote and educate the campus community about the CLL and helping recruit students to participate in the leadership and professional development programs offered by the CLL.

Position Requirements

Requirements for the Peer Educator Intern position are as follows:

1. Must have attended a MINIMUM of 4 CLL workshops, special events, and/or a combination of both or must have equivalent Peer Educator experience with another campus department/unit and be an enrolled undergraduate student in good academic standing.
2. Must have strong communication skills, including a willingness to engage in public speaking, and leadership skills to promote and encourage participation in educational programs.

3. Must have the ability and willingness to arrange class schedule and extra-curricular activities EVERY quarter to work a MINIMUM of 2 evenings during the hours of 4:00pm – 8:00pm, Monday – Thursday.
4. MUST ARRANGE schedule to participate in staff training, planning meetings, and annual leadership conference hosted by the CLL, including, but not limited to: new intern orientation and training from September 14 – 24, 2020 (excluding Sunday), mid-year planning meeting on Saturday, January 9, 2021, and Aggies Leading the Way! Undergraduate Leadership Conference on Saturday, February 6, 2021.
5. MUST ARRANGE schedule to attend mandatory weekly staff meetings during Fall, Winter, and Spring quarters. Weekly staff meetings are typically scheduled on Wednesdays anytime between 4–7pm. Once a work schedule is arranged at the beginning of each quarter, there is little flexibility to make changes and all CLL Interns are expected to adhere to a set schedule.
6. Must read 2-3 leadership development books and one online leadership assessment, as assigned by CLL Director, prior to staff orientation and training. Books and access to online assessments will be supplied to each staff member 2 months prior to staff orientation and training.
7. Must have a keen interest in leadership development and the ability to work well with a diverse group of students, staff and faculty while demonstrating judgment, integrity and sensitivity to confidentiality and privacy.
8. Must be highly organized, have the ability to pay close attention to detail, produce work with high accuracy, and be reliable and responsible. Must also be a self-starter and someone who takes initiative, especially with developing means in which CLL could operate more effectively and efficiently.
9. Must be able to work independently or as part of a team on specialized projects and during events. Must also be able to effectively work with deadlines and produce work quickly.
10. Must be willing to maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
11. Must have knowledge of and/or experience with professional etiquette and office tasks, including professional dress code and appearance, customer service and front-desk reception, telephone usage, data entry, filing, facility set-up, and general operation of office equipment (fax, copy, and computer).
12. Must have the ability to lift and move boxes or furniture weighing up to 30lbs.
13. Must have knowledge of University policies and conduct and the UC Davis Principles of Community.
14. *Preferred, but not required*, skills include: knowledge of facilitation techniques with various sized audiences; communicating and working with diverse ages and professional levels; prior knowledge of leadership studies including theory, models, styles, concepts, and current trends.

15. *Preferred, but not required*, experience include: Completion of one or multiple certificate programs issued by the CLL; experience with student-to-student education; experience with program coordination; experience with program development and implementation.

How to Apply:

Submit the Center for Leadership Learning Employment Application **AND** current resume via email or in person by **5:00pm on Wednesday, March 25, 2020** to:

Christie Navarro, Director
Center for Leadership Learning
1350 The Grove
Email: cnavarro@ucdavis.edu