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 Educators work with UNIV Educators 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 Educator 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 PE position during fall 2017
• 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 Educators must attend two training sessions: one in April and one in August. During summer 2017, Peer Educators 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 minutes for the first 5 weeks of the semester and once a week for the last 6 weeks for a total of 11 weeks. Meetings with the Educator(s) are also required as needed. All Peer Educators will be expected to complete weekly surveys and three journal entries which will be completed during the weekly Peer Educator Coach Meeting.

APPLICATION & SELECTION PROCESS
Please return completed application to First- and Second-Year Experience office, located in the Altgeld Hall, room 100. Applications must be received by 4:00 p.m. on Friday, November 18, 2016 to be considered for the priority deadline. Applications will be accepted through Friday, December 9, 2016. The interviews will begin spring 2017. You will be notified of the position after the interview process.

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

Space is limited...apply early!

Equal Opportunity Affirmative Action Employer
Division of Academic Affairs

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

Priority applications are due by 4:00 p.m. on November 18, 2016.
Applications are due by 4:00 p.m. on December 9, 2016.
PART I: APPLICANT INFORMATION

Name: ___________________________________________________ Male   Female

Mailing Address:__________________________________________ City: _____________________

Cell Phone: _____________________ Preferred E-mail: ________________________________


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 Educator: ____________________________________________

Campus/Community Involvement/Jobs: ____________________________________________

PART II: TOPIC WRITING

Please write a one-page letter to the next class of first-year students. (Returning Peer Educators do not need to resubmit a letter.) Please choose one of the following topics: learning about NIU, getting involved, goal setting, time management, decision-making, developing academic skills, healthy relationships, maintaining your health, diversity, or preparing for your future.

PART III: REFERENCES

Provide information for two academic or professional references; at least one must be from NIU.

Name: ____________________________________ Position/Title: _______________________

Phone: __________________ E-mail: _____________________________________

Relationship to Applicant: _________________________________________________

Name: ______________________________ Position/Title: _______________________

Phone: __________________ E-mail: _____________________________________

Relationship to Applicant: _________________________________________________

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

Signed: ____________________________________________ Date: ________________

Priority applications are due by 4:00 p.m. on November 18, 2016.
Applications are due by 4:00 p.m. on December 9, 2016.