

Student Success Center

University of South Carolina

Peer Consultant Program

The Student Success Center offers study skills support for undergraduate students through one-on-one Success Consultations. Success Consultants meet with students to set goals, explore study and time management strategies, create action plans and make referrals to campus resources.

Peer Success Consultations are held by appointment; all meetings are held in a one-on-one setting in the Student Success Center. Peer Consultants will meet with students individually and discuss academic success strategies such as time management, goal setting, study strategies, etc. Peer Consultants will focus on the learning process and its various components (rather than course specific content). During their meetings, Peer Consultants will utilize SSC resources and training to co-create a personalized plan for academic success with students. These meetings will facilitate the discovery of positive academic decision-making habits and skill development for the student to then employ on their own.

Employment Opportunities

- Fall 2017 Peer Consultant Employment Dates: August 22 – December 20
- Spring 2018 Peer Consultant Employment Dates: January 11 – May 11

Requirements/Qualifications

- 1.) Undergraduate student with an overall GPA of 3.0 or above (on a 4.0 scale)
- 2.) Two recommendations from faculty/staff members on campus who can speak to their positive academic habits and student behavior; at least one must be completed by a faculty member
- 3.) Effective interpersonal and communication skills
- 4.) Related experience to position responsibilities (prior experience in academic support, tutoring, mentoring, overcoming personal academic obstacles, mentoring, etc.)

Primary Responsibilities of Peer Consultants

- 1.) **Meet with students 1:1** throughout the semester and provide support through appointment based consultations
 - a. Discuss success strategies related to time management, study skills, goal-setting, etc.
 - b. Demonstrate listening skills and critical thinking skills as to address student concerns and problems
 - c. Share valuable insight and personal success strategies from personal student experience
 - d. Assist with campus resource navigation and refer students to other resources as appropriate
- 2.) **Attend all Weekly Staff Meetings** and continuous programmatic trainings over the course of the semester
 - a. Actively engage/participate in group discussions and activities as they pertain to the role of a Peer Consultant
- 3.) **Attend weekly Peer Leader Cohort Trainings (first semester of employment only)**
 - a. Weekly one-hour commitment alongside other new SSC Peer Leaders during first semester as a Peer Leader
 - b. Actively engage/participate in group discussions and activities as they pertain to the role of a SSC Peer Leader
- 4.) **Promote Student Success Center Services**
 - a. Partake in center outreach in the form of emails and phone calls
 - b. Make outgoing calls and answer incoming calls as they pertain to our services; referring students to services as appropriate
 - c. Schedule SSC appointments for students
 - d. Staff the front desk at both the Thomas Cooper Library and Sims Hall SSC locations
 - e. Communicate (as needed) with faculty/staff, advisors, USC campus partners about SSC services
- 5.) **Maintain contact with supervisor (Success Connect Team)** throughout the semester
 - a. Discuss appointments, utility of curriculum, effectiveness of trainings
 - b. Log appointments via TutorTrac and maintain notes and documentation of meetings
 - c. Promptly notify supervisor about issues encountered or potential problems that need to be addressed

Additional/Logistical Responsibilities of Peer Consultants

- 1.) Complete all necessary personnel paperwork, and accurately submit all hours worked via ITAMS by the submission deadline provided
- 2.) Attend SSC/Peer Consultant Training, scheduled for the two days prior to the start of classes
- 3.) Communicate scheduling needs and availability accurately before the semester begins, and relay any changes to Success Connect members in a timely manner
- 4.) Maintain confidentiality about matters such as class standards, grades, and student complaints in alignment with FERPA policies and regulations
- 5.) Model appropriate professional attitudes and behaviors, and serve as a resource to staff, students and other members of the USC community
- 6.) Complete other duties/tasks as assigned by the Success Connect

Remuneration and Reporting Structure

This position requires approximately 8-10 hours per week, paid hourly at a rate of \$10/hr. Peer Consultants report to the Assistant Director of Success Connect or one of the Coordinators for Success Connect. Peer Consultants may also be in contact with the Assistant Director of Peer Learning as it directly relates to SSC Peer Leader Orientation/Training and Training Cohort.

For more information, please contact SASSCPLN@mailbox.sc.edu