

Peer Assistant Application Information - 2019-2020

What is the Peer Program?

The Peer Program provides leadership opportunities for students by enabling them to engage in service in various campus departments in exchange for tuition waivers. Peer Assistants are associated with a service department performing administrative and student leadership activities. Peer Assistants are enrolled in the 2-credit Student Leadership courses (Fall/Winter/Spring) at no cost.

What are the Peer Assistant positions available for 2019-20?

Advising and Career Services: PA's will staff the Advising Desk in the Community Center to provide information to students, staff and community members focused around all student support services that take place in the Community Center. PA's will be trained to answer a wide range of general questions for multiple academic support areas (i.e. Academic Advising, Career Services and Graduation Services) and help others access services to support their academic careers at CCC. This position works in a fast paced customer service-oriented environment.

Counseling Department: PA's will staff a reference desk in the Community Center to guide and answer questions for students, staff and community members, while also providing support services to the staff in the counseling department.

Disability Resource Center (DRC): PA's will staff the reception desk in the Disability Resource Center. They will serve as a guide to answer questions for students and community members, while also providing support services to the office staff.

Financial Aid: Peer assistants will help with general office duties. Duties may include assembling informational packets and mailers, ordering forms, processing mail, light cleaning and organizing of office and lobby, and stocking supplies. Student may also be called on to assist the Federal Work-Study and Scholarship Coordinators.

Student Life and Leadership: Assist daily operations and special projects within the department, including the Associated Student Government (ASG) office, the Cougar Cave food bank, and the Multicultural Center (MCC).

Transportation Systems: Invite CCC students, staff, and faculty to learn more about transportation options, respond to questions about transportation to, from, and between CCC campuses, assemble and deliver information to students and departments, and identify other opportunities for outreach and partnership.

Welcome Center/Admissions: PA's serving as student ambassadors will lead campus tours, prepare materials for off-campus recruitment activities, and communicate with prospective students via email, phone and mail. They will represent CCC at college and career fairs and high school visits, host special events, and staff college information booths. Student Ambassadors may also help staff the Admissions Welcome Center reception desk, helping new and prospective students navigate the admissions process.

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What is the selection process and time commitment?

To qualify, you must:

- Have a minimum 2.75 cumulative GPA
- Be in good academic standing
- Enrolled in at least 6 credits each term you serve as a PA. Those who are enrolled in at least 12 credits can earn a maximum 12 credits in tuition waivers. Those who are enrolled 6-11 credits can earn an hour per hour exchange of waivers for work.
- Have familiarity navigating CCC and related websites, processes, etc.
- Have completed 6 credits before the start of work.

If selected, you must also:

- Enroll in the 2-credit Student Leadership Course (HD 220, 221, or 222) during each of the Fall, Winter, and Spring terms that you serve in the Peer Program. There is no cost for this course and it can be taken for a grade or audited. The 2 credits for this class do not count toward the hour-per-hour waiver for hours worked calculation.
- Students who have already taken the leadership course for each term will participate in the 2nd-year Leadership Seminar and choose either to conduct 15 hours of service learning or serve 15 extra hours at their Peer Assistant placement.
- Be committed to serving in the Peer Program for at least two consecutive terms.

Compensation

Students selected for the Peer Program receive a tuition waiver for the number of credits equal to the number of hours per week working on site. The tuition waiver covers resident tuition only. If you are a non-resident or an international student, you will pay the difference between resident and non-resident tuition. See below:

Tuition Waiver & Time Commitment Calculation

Full Time	12 hours/week	Scheduled hours at site for 11 weeks
	2 credits	Student Leadership Course
	Total service hours: 132/term	

Part Time	6-8 hours/week	Scheduled hours at site for 11 weeks
	2 credits	Student Leadership Course
	Total service hours: 66-88/term	

How do I apply?

Submit all required application materials peerprogram@clackamas.edu.

Application Requirements Include:

- ✓ Application - must be typed

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- ✓ Response to application questions – must be typed
- ✓ Typed Resume (*No references required*).

*Please send materials in Word or PDF format

Incomplete submitted applications will not be considered.

Questions?

Questions can be directed to Robin Dryden, through email at peerprogram@clackamas.edu or by phone 503-594-3444.