Position: Peer Educator
Time Commitment: 5 hours/week
Department: Center for Health Education and Promotion
Area/Project: Peer Education
Reports to: Jayme Trogus, Director, Center for Health Education and Promotion
Description:
Peer Educators provide lifestyle education programs, host awareness events and information tables, and provide educational resources to students on a wide collection of topics including: alcohol and other drugs; body and mind; sexual violence, and sexual responsibility. Peer Educators engage the campus community and provide students with important information on the benefits of leading a healthy lifestyle, resources and services available at Millersville University, and how to safely make the most out of their college experience.

Positions Available:
- Alcohol and Other Drugs
- Body and Mind
- Greek Life Program (alcohol and sexual violence)
- Sexual Responsibility

PRIMARY RESPONSIBILITIES

I. Administrative
   • Attend bi-weekly staff meetings Wednesday from 9:15-10:15pm.
   • Work one, regularly scheduled office hour (your choice) in the Center for Health Education and Promotion (Center) office.
   • Participate in weekly project meetings.
   • Represent the Center on various campus-wide planning committees.

II. Training
   • New hires:
     o Between April and May 2018, spend at least 10 hours with the project group you will be working with to observe programming (lifestyle workshops, outreach, awareness events). This time is unpaid.
   • All staff:
     o Attend a week-long training the week prior to the start of the fall semester in August 2018. This training is the same time as Resident Assistant training and Orientation Leader responsibilities. Students are paid for this training and required to attend the entire length of training.
   • Ongoing professional development

III. Program Design and Implementation
   • Present interactive workshops.
   • Create and implement outreach on campus pertaining to topics relevant to college students.
   • Assist in the development and implementation of campus-wide awareness events.

IV. Research & Assessment
   • Conduct program assessments and pre and posttests during all interactive workshops.
   • Develop and implement means for assessing awareness events and outreach initiatives.
   • Routinely assess student feedback and make necessary program revisions.

Knowledge and skills required:
   • Good communication and presentation skills.
   • Reliable and flexible.
   • Ability to manage time and multitask.
   • Ability to work in small groups.
• Exhibit outgoing, enthusiastic personality.
• Ability to conduct research.

Minimum qualifications:
• Enrolled Millersville University Student; at least a sophomore by fall 2018.
• GPA of 2.5
• Demonstrated role model behavior. Candidates must be in good disciplinary standing. Personal Conduct Probation or a Disciplinary Reprimand within the last twelve months disqualifies you for the position. With any previous discipline, an interview will be granted at the discretion of the Selection Committee.
• Choices Student-Athlete position is for current MU student-athletes. Greek Life position is for current MU students who are members of a fraternity or sorority.
• 2 references from past employers, faculty, staff, or student leaders (current peer educators are excluded).
• Completion of required background clearance checks. Applicants who have been selected for peer educator positions will receive information on completing these requirements after interviews are complete. Students are required to initiate all clearance checks prior to being offered a position and are responsible for all necessary fees up front (with receipts Millersville University will reimburse students for these expenses after clearance check results have been received. May take up to 6 weeks). Required checks include:
  o Act 34 (Criminal Record Check)-free *Must complete through MU even if you have completed previously.
  o Act 114 (FBI Federal Criminal History-Fingerprinting)
  o Act 151 (Child Abuse History Clearance)
*Contact Human Resources in Dilworth with any specific individual questions.

Preferred qualifications:
• GPA of 3.0

Learning Outcomes:
• Cognitive Complexity: peer educator is able to think critically, solve problems, and reflect on their experiences.
• Intrapersonal Development: peer educator displays self-awareness of their own identity and goals.
• Practical Competence: peer educator has strong professional skills, is self-sufficient, and leads a healthy lifestyle.
• Interpersonal Development: peer educator is able to form relationships and work with others different from self.
• Knowledge Acquisition: peer educator connects academic and co-curricular knowledge and applies knowledge to life circumstances.
• Humanitarianism and Civic Engagement: peer educator displays cultural competency and social responsibility.

Compensation:
• Each Peer Educator will be paid $7.65 per hour. Employee evaluations are conducted at the end of every semester. Outstanding employee evaluations can lead to an increase in this wage.