



**COMPASS Student Experience
Peer Coach
2022 - 2023 Position Description**

POSITION SUMMARY:

The COMPASS Program is located within the Division of Student Success. The program oversees the development, enhancement, and assessment of programs and services for students in transition at the USF St. Petersburg campus. As student staff members, Peer Coaches will work with a team of professional staff members to provide educational and leadership development opportunities for USF St. Petersburg campus undergraduate students. Peer Coaches provide guidance for undergraduate students to succeed at the USF St. Petersburg campus through one-on-one coaching, group meetings, and engaging programs. Peer Coaches will be assigned to either first-year students or transfer students.

ORGANIZATIONAL RELATIONSHIP:

This position reports to a COMPASS Program Coordinator and is a one-year commitment for up to 8-hours per week.

KEY JOB ELEMENTS:

- Support all initiatives for the COMPASS Student Experience Office.
- Serve as a Peer Coach to a population of undergraduate students. The number of students will be dependent on enrollment for each population (first-year or transfer).
- Assist with the development and implementation of programs and services within COMPASS and with campus partners (e.g., Orientation, HAB, Student Government, etc.)
- Meet with each assigned student one-on-one at least once a month.
- Attend and actively participate in a weekly spring semester leadership development and academic course.
- Attend and actively participate in a weekly summer and fall semester Peer Coach staff meeting within your concentration and a weekly COMPASS Student Leaders meeting with the entire staff.
- Meet 1:1 with a Head Staff Leader and Program Coordinator at least once a month.
- Complete office hours each week, which can include assisting with program planning, meeting with students, and any other duties as assigned by a COMPASS staff member
- Complete required reporting to update COMPASS staff on students' progress.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be enrolled as a full-time undergraduate student at the USF St. Petersburg campus
- Must be in good judicial standing
- Must be in good academic standing, with a USF GPA of 2.5 GPA or higher
- Must have a passing grade of 80% or above in spring Leadership Course

- Must be available for the COMPASS student leader retreat (January 21 – 23, 2022)
- Must be available to attend all intensive training dates for the semester in which they start (see dates below)
- Must be available to commit to this position for multiple semesters
- Must consistently check and respond to emails
- Must have experience and familiarity with campus resources at the USF St. Petersburg campus
- Must be able to work successfully with individuals of all backgrounds and abilities as well as possess a commitment to working with diverse populations, identities, and experiences
- Must be able to work in a team-oriented environment with the support of professional staff

PREFERRED QUALIFICATIONS:

- An understanding of and sensitivity to transition concerns and issues faced by undergraduate students
- Exceptional organizational and time management skills
- Ability to manage multiple responsibilities
- Strong interpersonal skills with the ability to establish and develop productive relationships
- Computer skills including Canva and Microsoft Office
- An understanding of how BullsConnect and Canvas work
- Ability to communicate with various constituencies such as staff, faculty, students, etc.
- Ability to communicate clearly and effectively, both verbally and in writing

LEARNING OBJECTIVES:

- Obtain knowledge of student development theory as it applies to the transition of undergraduate students
- Develop facilitation and presentation skills
- Demonstrate basic employability skills such as timeliness, appropriate dress, interpersonal communication, and time management
- Receive feedback from supervisor and effectively apply feedback on the job
- Demonstrate understanding of conflict management and best practices for difficult conversations
- Gain understanding of all the USF St. Petersburg campus resources to encourage student success
- Demonstrate how personal talents, skills, and knowledge fit into the employer's goals, mission, and vision
- Communicate transferrable and functional skills to prospective employers

APPLICATION PROCESS:

The Peer Coach application will be open from October 1st, 2021 to November 1st, 2021.

The application will include a resume and may also include a reference contact. After review of applications, selected applicants will be invited to interview with the selection committee and will hear a notice of acceptance or denial of position thereafter.

In the spring, the Peer Coaches will have to enroll in a LDR class. Please make sure you have Fridays, 2:00pm to 4:45pm open on your spring schedule. This course will follow the university's academic calendar, and there will not be class during the university spring break.

Some of the Peer Coach positions will begin in the summer and some will begin in the fall. You will need to indicate your availability on the application.

First-Year Peer Coach Leaders

Leadership Class or Leadership Training/Opportunity: Fridays, January 17th to April 24th from 2:00pm to 4:45pm

Spring Retreat: January 21 – 23, 2022

Summer Start Date: June 20, 2022

Summer Intensive Training: June 20 – 26, 2022

Fall Intensive Training, Convocation, and Peer Coach Reveal: August 15 – 21, 2022

Transfer Peer Coach Leaders

Leadership Class or Leadership Training/Opportunity: Fridays, January 17th to April 24th from 2:00pm to 4:45pm

Spring Retreat: January 21 – 23, 2022

Fall Start Date: August 15, 2022

Fall Intensive Training: August 15 – 20, 2022

Transfer Welcome Day (Fall and Spring): August 27, 2022; January 14, 2023

National Transfer Student Week: October 17 – 21, 2022

**Dates subject to change, and the format of these commitments (in-person vs. virtual) will be dependent on COVID-19.*

For questions about the job description or the application process, please contact:

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