

EOP Peer Leader Summer 2021

The Educational Opportunity Program (EOP) is currently accepting applications for those students interested in pursuing a Peer Leader position for the 2021 EOP Summer Program. This position is a five-week, live-in position reporting to the EOP Director. All Peer Leaders will live on-campus with the EOP Freshman during the summer program, unless it is offered on a virtual platform. If virtual, on campus housing is not provided. **COMPLETED applications, submitted electronically, are due by Friday, February 5, 2021 at 4 pm.**

About the Educational Opportunity Program (EOP)

The purpose of the Educational Opportunity Program (EOP) is to fulfill New York State's commitment to provide access to higher education for economically disadvantaged students who possess the potential to succeed in college, but whose academic preparation in high school has not fully prepared them to pursue college education successfully. The primary mission of EOP is to facilitate the recruitment, enrollment, retention, and graduation of these students. This is accomplished by providing EOP students with an array of educationally related support services and opportunities including our mandatory 4 week EOP Summer Program for incoming EOP Freshmen.

Qualifications:

- Enrolled as a SUNY Oswego student for spring 2021 and returning with full-time status for the fall 2021 semester (preferred). Spring 2021 graduates are eligible to apply.
- Be in good academic standing with a min. cumulative GPA of 2.5 by the end of the spring 2021 semester.
- Be in good conduct standing by June 1, 2021.
- Be able to meet all **Required Commitments**, outlined below.

Required Commitments:

- Employed from contract date until the completion of Summer Program. Anticipated available between 5:00 pm on Sunday June 27, 2021 and 2:00 pm on August 6, 2021.
- Participate in all mandatory training and team development activities during the spring 2021 semester. Training and activities are on Fridays, from 3:20 pm – 4:20 pm (April 9th, 16th, and 23rd).
- Training and staff development activities are required the week before the start of the summer program.
- Other reasonable duties and commitments as assigned by the EOP Staff; ample notice will be given.

Other Considerations:

- To be considered for employment with the Educational Opportunity Program (EOP), you must authorize the Director of Educational Opportunity Program (EOP) or his designee access to view your academic standing (GPA) and conduct record (Dean of Students) by checking the “good academic standing” and “good disciplinary standing” boxes on the application form.
- Due to the time-intensive nature of this position, you cannot be employed elsewhere during the summertime commitment. Enrollment in classes must have prior approval from the EOP director.
- All staff will be provided on-campus housing accommodations; those with off-campus housing must stay on-campus during the length of employment unless the program has been moved to a virtual platform.
- Failure to comply with the required commitments, other reasonable commitments as assigned, or these considerations may result in disciplinary action, including termination.

Please Note: This position requires a significant amount of physical activity, such as walking long distances and standing/sitting for extended periods of time. If in a virtual platform, your position would require you to have access to a computer (available upon request) and a stable internet connection so that you can meet with students. EOP will not be able to reimburse you for internet access.

Job Responsibilities (20-29 hours per week depending on in person vs virtual program):

- Serve as the Peer Leader to a group of 10-12 students during the EOP Summer Program.
- Serve as an enthusiastic and energetic role model and provide guidance to the EOP Summer Program students. Promote the mission, vision and goals of the EOP program and SUNY Oswego in general.
- Plan and implement (with other peer leaders) activities for summer program students.
- Participate in all EOP Summer Program sponsored activities (including weekends/evenings) such as socials, workshops, and meet with students in a group/individual setting.
- Develop and implement academic enrichment and social interaction activities to help form a campus / EOP identity and community building among the summer program students.
- Be part of a team of peer leaders who are the foundation of the EOP Summer Peer Leader staff. Develop characteristics of leaders towards creating community within the EOP family.
- Engage in personal and professional behavior that promotes the ethical, moral and social responsibility that will impact future generations of EOP students and the EOP community.
- Attend and participate in all training, create and facilitate activities, present group meetings, attend weekly staff meetings and weekly one-on-one meetings with EOP professional staff.
- Maintain confidentiality on all matters discussed in meetings with professional staff.
- Attending a weekly Peer Leader group meeting with the Peer Leader staff
- Take attendance at workshops

Additional responsibilities if in person:

- Participate in on-call duty rotation and office hours
- Take meal counts in the dining facility according to USDA summer program guidelines
- Present one workshop topic, four separate times to increase participation, for all Summer Program Students. Workshop topics to be determined by EOP staff and Peer Leaders.
- Organize and present at least two social activities for all Summer Program students. Activities to be determined by Peer leaders and EOP staff.
- Be intentional by regularly checking in with your students to create an inviting environment where students feel a sense of belonging.

Additional responsibilities if virtual:

- 1:1 weekly ½ hour check in with each student you are assigned to create an inviting environment where students feel a sense of belonging.
- Hold six hours of office hours weekly for your students
- Peer Leaders facilitate their own weekly group meeting of their students
- Present one workshop topic, four separate times synchronously to increase participation, for all Summer Program Students. Workshop topics to be determined by EOP staff and Peer Leaders.
- Organize and present at least two synchronous social activities for all Summer Program students. Activities to be determined by Peer leaders and EOP staff.

Remuneration:

<i>Stipend</i>	Stipend is between \$1,800 - \$2,250 (depending on program funding).
<i>Housing</i>	A single-room is provided to all staff members if held in person. If virtual, a laptop will be supplied by the EOP Office upon request, pending availability.
<i>Meals</i>	Meals are provided daily if held in person.

Benefits of being a Peer Leader with the EOP Summer Program:

- Develop leadership and employment skills that will aid you beyond undergraduate study
- Experience facilitating small-group discussions, hands-on presentations, interpersonal communication, and public speaking
- Assist new students with their transition to college
- Enhance your campus knowledge and share your love for the EOP program
- New lasting friendships

Application Process and Materials:

<i>Required Application Documents</i>	All applicants must submit the following documents electronically to complete their application: <ul style="list-style-type: none"> • Completed the online EOP Peer Leader Application • Current resume • Cover letter discussing your interest in the position • Online Peer Leader Reference Form from 2 references; recommended at least 1 SUNY Oswego professional staff or faculty (excluding EOP staff). Please do not include references from family or friends.
<i>Individual Interview</i>	All selected applicants will be contacted to choose an individual interview appointment with the EOP staff. Interviews will be held between February 15, 2021 – February 26, 2021.
<i>Informational Session</i>	We would suggest attending one of the informational sessions about the Peer Leader position with Joey: Tues. Nov. 17 from 4:30-5:30pm. https://zoom.us/j/92255656071 Wed. Nov. 18 from 3:30-4:30pm. https://zoom.us/j/92255656071
<i>Professionalism</i>	Please bear professionalism in mind while preparing for and completing all application components. We would suggest attending one or more of the following sessions with Career Services: Resume/Cover Letter Workshop w/ Christine Wed., Jan. 27 at 4pm-5pm Zoom: https://zoom.us/j/3153125745 Interviewing Prep Workshop w/ Jackie Tues., Feb. 9 at 4pm Zoom: https://zoom.us/j/94307901166 Interviewing Prep Workshop w/ Taeko Wed, Feb. 10 at 6pm Zoom: https://zoom.us/j/6769478011

Please note: Some dates may be subject to change. We will do our best to notify all applicants.

Applications are available beginning Mon. Nov. 9, 2020.

ALL MATERIALS including references are due by Fri. Feb 5, 2021 at 4:00 pm to eop@oswego.edu.

Notifications and Position Offers will be emailed the week of Mar. 15th, 2021.