

## Student Leader Selection Information

### Spring 2025 Guide

The Helen Bass Williams Academic Success Center is excited to be hiring for various paid student leadership opportunities for the 2025-2026 academic year. To help campus partners and students understand each of the ASC's different roles, requirements, and hiring processes, we've created this position description guide. Additional information about the Academic Success Center programs and positions can be found online at <https://www.purdue.edu/asc/student-leaders/index.html>

#### Benefits of Working at the ASC

- Be a part of the ASC team, a fun and dynamic group committed to the success of Purdue students
- Interact with a diverse array of peers, faculty, and staff members to gain a variety of perspectives from the Purdue community
- Engage in professional development, training, and mentoring opportunities
- Give back to Purdue community and support the success of their peers
- Gain transferable skills such as interpersonal communication, decision-making, and facilitation experience that are applicable to a variety of post-Purdue employment opportunities

#### Quick Reference Guide

	<b>Peer Success Coach</b>	<b>Student Office Ambassador</b>	<b>Supplemental Instruction Leader</b>
<b>Role Focus</b>	1-on-1 coaching interactions to share resources & strategies	Engage with visitors, assist with projects, space management & facilitate an Accountability Group.	Small group facilitation of course specific & interdisciplinary content
<b>Application Opens</b>	Saturday, February 1		
<b>Application Deadline</b>	Friday, February 28 at 11:59pm		
<b>Application</b>	Online through ASC Website		
<b>References Required</b>	Yes		
<b>Interview Process</b>	Group and Individual		
<b>GPA Requirement</b>	3.0 cumulative	3.0 cumulative	3.0 cumulative + course-specific grade requirements
<b>Avg. Hours per Week</b>	4-6 hours	6-8 hours	10-15 hours
<b>Wage</b>	\$13.25		
<b>Training + Professional Development Provided</b>	Yes		



Helen Bass Williams  
Academic Success Center

*Students are welcome to apply for multiple positions,  
but can only accept one of the roles for the upcoming semester.*

## **Intentional Student Development and Leadership**

In addition to training and coaching related to the functions of each position, the ASC staff are committed to developing our student leaders in the following competencies we view as essential for peer education and leadership as well as valuable, transferable areas for students' lifelong learning and leadership. These competencies are used in student selection, training, on-going development, and performance evaluations.

### **Academic Success Center Student Leader Competencies**

#### **Reflective Problem Solving**

- Engage in ongoing self-reflection to identify problems, challenges, and/or areas of growth
- Develop awareness of how values and ethics influence decision-making
- Employ critical, practical, and creative thinking skills to generate possible solutions or strategies for improvement
- Use feedback to strengthen problem-solving skills

#### **Effective Communication**

- Learn to successfully utilize the four facets of communication (verbal, non-verbal, listening, written)
- Establish rapport with students, peers, and supervisors to provide a welcoming, collaborative, and positive environment
- Assess the situation, process the information, and respond appropriately
- Adapt messaging to ensure clarity for the intended audience and context

#### **Professionalism**

- Represent the Academic Success Center and its values with integrity & authenticity
- Engage in respectful interactions with peers, students, staff, and faculty members
- Enthusiastically seek, embrace, and implement constructive feedback from peers, mentors, and supervisors
- Strive for continued personal and professional growth

#### **Initiative**

- Pursue new projects and proactively find areas to contribute to the department
- Take ownership of all responsibilities and timelines
- Use feedback and previous experience to anticipate needs and performance adjustments
- Exhibit resourcefulness, independent action, and professional judgment that are position appropriate

#### **Inclusion**

- Understand how diverse perspectives, backgrounds, beliefs, cultures, and experiences can influence individuals and enhance a group's effectiveness
- Embrace opportunities to increase awareness of diversity and inclusion issues
- Recognize biases and reflect on how these biases impact behavior
- Interact and learn with diverse students, faculty, and staff
- Foster an environment in which people feel welcomed, valued, & sense of belonging

## Peer Success Coach (PSC)

### Overview of Role

A Peer Success Coach (PSC) is a point-person who can offer guidance to students as they navigate life at Purdue. PSCs are student leaders who coach their peers through personal, academic, and social concerns such as developing study skills, connecting with campus resources, finding motivation, getting involved in campus activities and organizations, and managing time. PSCs consistently meet with their coachees throughout the semester and hold them accountable for meeting their established goals.

### Responsibilities of Position

Peer Success Coaches have several responsibilities in this role, including:

- Coaching 4-5 students per semester
- Meeting consistently (usually weekly) with assigned coachees throughout the semester
- Documenting communication and meetings with coachees in BoilerConnect system
- Holding 1 office hour per week in the Academic Success Center
- Attending weekly team meetings, as scheduled, throughout the year
- Attending required check-ins with PSC Supervisor throughout the semester
- Additional documentation, administrative tasks, and professional development as determined by PSC Supervisor

### Qualifications for PSC Position

Students interested in applying to be a Peer Success Coach for Fall 2025 must:

- Be an undergraduate student who has attended Purdue for at least 2 semesters
  - You may apply if you are currently in your second semester
- Be willing to commit to the position for at least 2 semesters, with an option to continue longer provided you are in good standing in the role
- Be able to dedicate at least 6 hours a week to the position
- Have a cumulative GPA of 3.0 or higher
- Be able to attend a mandatory two-day training on Thursday, August 21 & Friday, August 22, 2025
- Be available for weekly team trainings throughout the year (some will include evening times)
- Be in good academic and judicial standing at Purdue University
- Have the desire to assist other students with identifying and overcoming barriers to their academic success
- Possess a positive attitude and passion for helping others
- Possess strong time management, organization, and study skills
- Be willing to work both individually and as a part of a diverse team

**Hours & Compensation:** typically 4-6 hours a week, wage of \$13.25/hour

## Student Office Ambassador (SOA)

### Overview of Role

Student Office Ambassadors (SOA) help with the everyday management and function of the ASC. This is a customer service-driven role helping students, families, and campus partners support holistic academic growth across campus. They maintain the collaborative space, welcome guests, work one on one with staff on office projects, and execute vital organizational tasks. SOAs have the opportunity to inform the campus community about our services, conduct academic skill workshops, and facilitate accountability groups.

### Responsibilities

Student Office Ambassadors of the ASC will be responsible for a variety of duties & tasks including:

- *Front Desk Operations*
  - Act as the primary point person for students/guests to the center
  - Communicate about ASC services to students, parents, and campus partners in person, on the phone and via email
  - Check students, student leaders, and other visitors in and out of the space
  - Maintain the physical ASC space and performing various administrative tasks
- *Accountability Group Facilitation*
  - Prepare and facilitate a weekly Accountability Group
  - Complete Accountability Group administrative tasks like meeting reminders, attendance, and member removals
- *Additional Responsibilities*
  - Attend semester training session on Thursday, August 21st and Friday, August 22<sup>nd</sup> 2025
  - Attend meetings with supervisor and biweekly staff meetings
  - Contribute to ASC initiatives in workshops, social media, or outreach
  - Take initiative and ownership of assigned individual tasks
  - Assist ASC staff with various projects as needed

### Qualifications

- Current undergraduate student with **minimum cumulative GPA of 3.00**
- Proactive and independent worker with positive attitude
- Excellent communication, interpersonal, and organizational skills
- Comfortable with and excited about talking to other students, parents, and campus partners
- Interest in strengthening presentation skills
- Willingness to collaborate, accept feedback and present new ideas
- Autonomy in daily tasks and assignments, including ability to meet deadlines
- Strong computer/technology skills; knowledge of the Microsoft Suite

**Hours & Compensation:** approximately 6 to 8 hours a week, wage of \$13.25/hour

## Supplemental Instruction (SI) Leader

### Overview of Role

Supplemental Instruction (SI) Leaders are student leaders who provide weekly, peer-led study sessions for traditionally challenging courses. The role of an SI Leader is to support students in their assigned course develop a better understanding of the course material through active, collaborative learning involving critical thinking, transferrable study skills, and fun. Rather than teaching or directly answering questions, SI Leaders facilitate and guide students to finding answers for themselves. SI Leaders typically work with small to medium sized groups of students, with some courses occasionally having large groups before exams.

### Responsibilities of Position

SI Leaders are responsible for several tasks, including:

- Attending at least one section of the assigned course's lecture
- Planning and facilitating two or three 50-minute sessions a week
  - Math leaders hold three sessions weekly
- Meet and communicate with faculty for their SI course
- Holding one office hour per week in the Academic Success Center
- Meeting with course faculty bi-weekly or based on the faculty member's discretion
- Meeting with SI Leader team and professional staff supervisor throughout the semester
- Additional documentation, administrative tasks, and professional development opportunities

### Qualifications for SI Leader Position

- Be an undergraduate student. *Preferred—Students who have completed two semesters at Purdue*
- Have a cumulative GPA of a 3.0 or higher
- Be able to commit to working 10-15 hours a week in this position
- Meet course requirements (typically an A or B+ in the course; may also include prerequisite course(s))—*You may apply while taking the prerequisite course, but all offers are contingent upon a grade check*
- Be able to attend the two-day pre-semester training
- Be available for ongoing team trainings scheduled throughout the semester, including monthly All-Team meetings on Tuesdays at 9pm
- Have a desire to support your fellow students
- Have strong communication, interpersonal, and organizational skills
- Be willing to collaborate, accept feedback, and present new ideas with your team
- Be able to work independently, and complete tasks as instructed and on time

**Hours & Compensation:** typically 10-15 hours a week, wage of \$13.25/hour

## ASC Student Leader Application Process

### Application Materials

To apply for a position at the ASC, you must submit an online application which will include the following:

1. An updated resume
2. A cover letter that addresses the following:
  - a. **Why you want to work at the Academic Success Center** – What interests you about supporting other students and being part of our team?
  - b. **Why you're excited about this position(s)** – What about this specific role stands out to you, and how does it connect to your goals for personal and leadership growth?
  - c. **What skills or experiences make you a good fit** – Share examples of experiences, skills, or strengths (like teamwork, communication, leadership, etc.) that you'd bring to this role
3. Contact information for at least 2 professional references (previous employers, faculty, staff, etc.)
  - a. Please note that we *will* be contacting your references

### Selection Timeline

1. Online application due by **11:59 pm on Friday, February 28<sup>th</sup>**.
2. Round 1 – Group Interview: will take place March 9 through March 12
3. Round 2 – Individual Interview: will take place March 24 through April 11
4. Hiring notifications will be made by April 18, if not earlier

**Please direct any questions about the position  
to [academicsuccess@purdue.edu](mailto:academicsuccess@purdue.edu)**