

# Office of New Student Connections

## Peer Advisor Leaders (PALs)

The Office of New Student Connections at the University of South Florida facilitates the successful transition, adjustment and connection of first-year and transfer students to the campus community. Through programs, partnerships, and mentoring, we offer opportunities for students to form meaningful connections that provide a foundation for success in their first year and throughout their college experience.



### **General PAL Responsibilities:**

Serve as student representative for the Office of New Student Connections.

Assist with PAL and WOW Street Team recruitment, selection and training.

Provide assistance to new students through various programs, publications, and other initiatives.

Promote NSC by conducting campus presentations.

Promote NSC programs and initiatives at University sponsored showcases – including Transfer Orientation showcases.

Provide feedback on programs and initiatives the Office of New Student Connections puts forth.

Coordinate office efforts and programs for a specific new student population and/or support program.

### **Requirements**

Work in the office from November 2009—April 2010 an average of 10 hours a week. Employment begins November 11, 2009 and concludes with spring finals week 2010.

Increased hours per week are expected during Spring Week of Welcome. Work begins January 6, 2010 for spring semester. Must work until December 18, 2009.

Applicants will have and maintain a cumulative GPA of 2.5 or greater and be in good academic and judicial standing with the university.

Applicants will be a currently enrolled USF student taking a minimum of 12 credit hours in the fall 2009 and spring 2010 semesters and have either junior or senior status.

### **Qualifications**

All applicants must have completed at least one semester at USF and have been involved in at least one co-curricular activity on campus. These students should demonstrate good oral and written communication skills. PALs will exhibit dedication, responsibility, confidence, adaptability, a dynamic personality, and a collaborative leadership style.

### **Supervision**

PALs are supervised by a Graduate Assistant in the Office of New Student Connections.

### **Compensation**

PALs will be paid \$7.25 per hour and are required to maintain an average of 10 hours per week. Failure to complete job responsibilities will result in withholding payment or dismissal.

### **Applications**

A complete application includes the following:

1. Completed application form
2. Typed answers to the application questions on a separate page (limit 2 pages)
3. Your one-page resume

All components must be turned into the Office of New Student Connections, MSC 3200 by **5pm on Wednesday, October 28, 2009.** Interviews will be held Monday, November 2, 2009 from 10am-2pm.

4202 East Fowler Avenue  
MSC 3200  
Tampa, FL 33620



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Website: [www.newstudent.usf.edu](http://www.newstudent.usf.edu)

# Peer Advisor Leaders (PALs)

## Selection Process

Applications are due to the Office of New Student Connections (MSC 3200) by **5pm on Wednesday, October 28, 2009**. A complete application includes the following 3 pieces:

1. Completed application form
2. Typed answers to the questions on a separate page (limit 2 pages)
3. Your one-page resume

Completed applications will be reviewed by our office staff Oct 29-30, 2009.

All PAL applicants must sign up for an interview date and time by 5pm on Wednesday, October 28, 2009.

Interviews will take on Monday, November 2, 2009. Interview sessions will last approximately 30 minutes.

Final selection notices will be sent out (via email and phone) on Tuesday, November 3, 2009.

## PAL Timeline - Selection, Training & First 3 Months of Work (October 2009—January 2010)

Oct 28	Applications due Sign up for an interview in the Office of New Student Connections (MSC 3200)
Oct 29-30	Application review process by Office of New Student Connections staff
Nov 2	Individual Interviews (30 mins)
Nov 3	PAL selection complete - notification sent out via email and phone
Nov 11-13	Training/Employment starts
Nov 20	NSC Homecoming Float
Dec 4	Transfer Orientation
Dec 15	Transfer Orientation
Jan 6	PAL Training Day
Jan 7	Transfer Orientation
Jan 11	Spring WOW Begins
Jan 16	Spring WOW Ends (Stampede of Service)
Jan 20	Learn. Connect. Lead (Leadership Opportunities Fair)

*Full calendar of Spring 2010 commitments will be discussed with supervisor.*



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**Office of New Student Connections  
Peer Advisor Leader Application  
2009-2010**



*Please type or print your answers neatly.*

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

U#: \_\_\_\_\_ Gender (Please circle one):    M            F

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address:

Address	City/State	Zip Code
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Class Standing (Please circle one):    JR    SR            USF GPA: \_\_\_\_\_ (Min. 2.5 to apply)

Major: \_\_\_\_\_

I entered USF as a:    First Year Student            Transfer Student\*

\*Where did you transfer from? \_\_\_\_\_

\*When did you transfer? \_\_\_\_\_

*Please **type** your responses to the following questions on a separate page and attach to this application. All questions must be answered completely. Limit your submission to no longer than two pages.*

1. Why do you want to be the Programming Peer Advisor Leader?
2. Tell us about a valuable lesson you learned as a first year or transfer student and how you might use this experience in your PAL role.
3. What are the goals you wish to accomplish with this position?
4. Describe your personal leadership characteristics, skills and/or knowledge which make you an ideal candidate for this position.
5. What do you foresee as the biggest challenge of this position? How would you prepare yourself to face this obstacle?

**Programming** – This PAL will be responsible for the planning, implementation and evaluation of two large-scale signature events for the Spring semester.

Specific responsibilities include...

- Oversee two NSC signature events that occur in the spring semester; Learn.Connect.Lead (Leadership Opportunities Fair); and the Celebratory Luncheon. This includes (but is not limited to) the following duties:
  - Coordinating room reservations, catering orders and staffing plans for each event.
  - Facilitation of various marketing avenues to ensure each event is promoted campus-wide.
  - Professional communication with various departments and university representatives across campus.
  - Extensive evaluation of each event.

**Reference:** Please provide the following information for one professional reference that is not a family member or undergraduate student. (i.e. former/current supervisor, academic advisor, professor)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Relationship To You: \_\_\_\_\_

**Resume:** Please attach a current one-page resume with your application. Need help updating your resume? Visit the Career Center located at SVC 2088 (813-974-2171 - <http://www.career.usf.edu/>).

*By signing this, I hereby voluntarily consent to the release of information pertaining to my academic records and the verification of my student conduct record to the Office of New Student Connections. In addition, I have read the provided information about the position and I can fully commit to all of the required training and work dates.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

