POSITION DESCRIPTION
UNIV 101/201 is a one credit-hour, elective course coordinated through First- and Second-Year Experience. UNIV exists to help new students make a successful transition to college life at Northern. Peer Instructors work with UNIV instructors to serve as resource persons for new students. They typically assist in planning course activities, facilitating class discussions, and providing information to students on a peer level. Placement as a Peer Instructor is both an honor and a rewarding opportunity for professional and personal growth. This is a volunteer position open to undergraduate students who meet the criteria below.

REQUIREMENTS
Students must meet the following qualifications:
- Have a cumulative GPA of 2.50 or higher
- Prior UNIV 101/201 students preferable
- Demonstrate an ability to communicate effectively to a class of first-year students
- Be able to serve as a positive role model for first-year students
- Have 3-4 hours per week to commit to the PI position during fall 2016
- Be able to speak effectively on:
  1. Personal management skills (time, stress, health)
  2. Academic achievement skills (study, note-taking, test-taking)
  3. Living in a diverse community
  4. Getting connected (clubs, jobs, campus activities)

TIME COMMITMENT
All Peer Instructors must attend two training sessions: one in April and one in August. During summer 2016, Peer Instructors will be assigned to a section of UNIV 101 or 201 and will be expected to attend all class meetings in the fall. UNIV 101/201 classes typically meet twice a week for 50 minutes for the first 5 weeks of the semester and once a week for the last 6 weeks for a total of 11 weeks. Meetings with the instructor(s) are also required as needed. All Peer Instructors will be expected to complete weekly surveys and bi-weekly journal entries. There may be additional training opportunities and PI meetings throughout the fall 2016 semester with additional opportunities for leadership roles.

APPLICATION & SELECTION PROCESS
Please return completed application to First- and Second-Year Experience office, located in the Altgeld Hall room 100. Applications must be received by 4:00 p.m. on Friday, December 4, 2015 to be considered for the priority deadline. Applications will be accepted through Friday, April 1, 2016 but with limited position availability. The first group of interviews will begin spring 2016. You will be notified of the position after the interview process. The second group of interviews will be conducted in early April.

QUESTIONS?
Feel free to contact First- and Second-Year Experience staff at 753-0028 or at fsye@niu.edu.

Space is limited...apply early!

Equal Opportunity Affirmative Action Employer
Division of Academic Affairs

Priority applications are due by 4:00 p.m. on December 4, 2015.
Applications are due by 4:00 p.m. on April 1, 2016.
PART I: APPLICANT INFORMATION

Name: ___________________________________________________ Male Female

Mailing Address: __________________________________________ City: _______________________

Cell Phone: ___________________ Preferred E-mail: __________________________


Expected Graduation: ___________________ Cumulative GPA: ____________

Major: ________________________ Minor: ______________________________

Did you transfer: Yes No If Yes, What semester: _________________________

Did you take UNIV 101 or UNIV 201? Yes No If Yes, semester? _______________

UNIV 101/201 Instructor: ____________________________________________

Campus/Community Involvement/Jobs: __________________________________________

PART II: TOPIC WRITING

Please write a one-page letter to the next class of first-year students. (Returning Peer Instructors do not need to resubmit a letter.) Please choose one of the following topics: learning about NIU, getting involved, goal setting, time management, decision-making, developing academic skills, healthy relationships, maintaining your health, diversity, or preparing for your future.

PART III: REFERENCES

Provide information for two academic or professional references; at least one must be from NIU.

Name: __________________________ Position/Title: __________________________

Phone: ___________________ E-mail: ________________________________

Relationship to Applicant: ____________________________________________

Name: __________________________ Position/Title: __________________________

Phone: ___________________ E-mail: ________________________________

Relationship to Applicant: ____________________________________________

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signed: __________________________ Date: __________________________