JOB DESCRIPTION

- The position of a Peer Academic Liaison (PAL) is within the Department of Housing and Residence Life.
- The PAL is responsible for providing support for predominantly first-year students who live in the residence halls.
- PALs work under the immediate direction of the Coordinator for Academic Initiatives and Assessment. Students holding this position must live on campus.
- Peer Academic Liaisons will assist students in specific courses geared towards the strength of the student staff member and the overall need of the student population.
- Peer Academic Liaisons will help connect first-year students to resources available to students on campus.

DUTIES AND RESPONSIBILITIES

1. ADMINISTRATION:
   a. Attend and participate in mandatory training prior to the start of each semester.
   b. Submit reports of communication between you and first-year students.
   c. Submit CARES reports for any resident who you may have a concern about.
   d. Complete all payroll responsibilities accurately and on time.
   e. Assist in the recruitment and selection of PALs for the following year.
   f. Attend and participate in monthly staff training/meetings.
   g. Attend and participate in monthly one-on-one and/or team meetings with the Coordinator for Academic Initiatives and Assessment.

2. COMMUNICATION:
   a. Maintain weekly communication with first-year students in the building to which you are assigned.
   b. Assist students with academic coursework and other transitional issues as they arise.
   c. Provide referrals to campus academic support services when necessary.
   d. Be familiar with the functions of and opportunities available through campus academic support services.
   e. Must maintain confidentiality with all conversations and sensitive information possibly provided through the position. The Coordinator will provide more detail into what is acceptable and not acceptable during training.
3. **PROFESSIONALISM:**
   a. Serve as a role model for first-year students.
   b. Must maintain a professional dress attire while meeting with first-year students.

4. **PROGRAMMING:**
   a. Successfully coordinate and facilitate at least one (1) academic related program and (1) social program per semester.
   b. Attend opening floor meetings during the Fall semester of your assigned area.
   c. Provide support for the department’s semiannual Cookies and Conversations event.
   d. Provide support for other academic programs as assigned throughout the year.

**QUALIFICATIONS**

1. A Peer Academic Liaison candidate must possess a 3.0 cumulative Southern Miss grade point average, as determined by the Registrar’s Office. At least a 3.0 cumulative grade point average must be maintained throughout employment.
2. Must be an enrolled full-time student at The University of Southern Mississippi.
3. PALs must be classified as at least a sophomore (must have completed at least 30 credit hours) at the time of appointment.
4. Must be able to work for both the fall and spring semesters.
5. Must be in good standing with the Department of Housing and Residence Life and the University.
6. A Peer Academic Liaison must reside in campus housing for the duration of the academic year.

**CONTRACTS**

The Peer Academic Liaison contract is for one (1) academic year (Fall and Spring), which begins prior to the residence halls opening each semester. PALs will be paid for up to fifteen (15) hours a week through either work-study or a wage of $9.00/hour. PALs are required to have ten (10) hours of scheduled time on the clock with opportunities provided to obtain up to fifteen (15) hours of work a week.

**RESTRICTIONS**

The following restrictions apply:

1. A Peer Academic Liaison cannot hold concurrent employment within the department or anywhere else on campus.