

Fall 2025 Elon 1010 PE Job Description

Position Start Date: July/August 2025

Position End Date: December 2025

Position Narrative

Elon 1010 Peer Educators (PEs) are dedicated student leaders with a deep appreciation and inclination for supporting students in transition. As a co-instructor for the Elon 1010 course, PEs work to provide first-year students with the necessary tools for their success. Beyond being a student leader, PEs are also teacher assistants, peer mentors, student academic advisors, helping-skills liaisons, and academic coaches.

Learning Outcomes

Throughout the duration of this position, PEs will:

- Build and employ knowledge of campus opportunities, partnerships, and institutional resources.
- Learn the components of a meaningful and appropriate mentor/mentee relationship with Elon 1010 students.
- Understand the importance of being a role model, academically and socially, for first-year students.
- Compose personal goals and gain transferable skills through leadership, and personal and professional development.
- Develop interpersonal communication skills through small group facilitation and individual relationships.

Job Qualifications

- All new PEs must complete a virtual group interview with the Elon 1010 program in Winter or Spring 2025.
- Candidates must have completed a minimum of 30 credit hours by the start of the Fall 2025 semester.
- Selected PEs must remain in good standing with the Elon Honor Code/Code of Conduct.
- Elon 1010 PEs must maintain a 2.75 GPA each semester and cumulative.
- Elon 1010 PEs must be interested in working with and mentoring first-year students.
- Candidates must be able to serve in the Elon 1010 PE position for the duration of the Fall 2025 semester.

Compensation

Upon completion of all PE responsibilities outlined below, Elon 1010 PEs will receive a \$350 stipend in December of 2025. Failure to meet ALL responsibilities, terms and conditions of employment listed below may result in revocation of compensation and/or termination of employment.

Read on below to learn more about the Responsibilities and Terms of Employment for Elon 1010 Peer Educators.

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Responsibilities and Terms of Employment

- ***Complete ALL training components:***
 - Attend a Contract Party (May 6, 2025)
 - Must complete all online summer training modules in July 2025
 - Must move-in early and attend August 2025 training from August 18-23, 2025
 - Must attend two professional development trainings or workshops in Fall 2025

- ***Be a committed, engaged member of the Elon 1010 program for the full semester of Fall 2025:***
 - Assist with Orientation events on August 23-24, 2025 to include assisting with Move-In , New Student Convocation, and Elon 1010 Advising Sessions with students and families.
 - Attend all weekly Elon 1010 class sessions

- ***Elon 1010 Program and University requirements:***
 - Submit University employment requirements by completing the I-9 Form and work agreement
 - Abide by FERPA and Elon University professional and ethical standards of conduct, maintain confidentiality and not release private information regarding students
 - Assist with recruitment and marketing efforts for Peer Educators in Fall 2025
 - Complete additional duties as assigned by the Director of Elon 1010, Coordinator of KLC Peer Mentoring Initiatives, Graduate Apprentice/Intern, and/or Elon 1010 Instructor

- ***Qualities and Skills:***
 - Agree to serve in multiple developmental relationships with Elon 1010 students such as teacher assistant, peer mentor, student academic advisor, helping-skills liaison, academic coach, and student leader
 - Ensure appropriate professionalism, confidentiality and communication as a peer educator
 - Facilitate 1-on-1 meetings with students in Elon 1010 class as needed
 - Provide appropriate referrals to campus resources
 - Be able to support Elon 1010 students through sensitive campus topics such as diversity/inclusion, well-being, belonging, transition from high school to college, etc.

- ***Serve as co-instructor with the Elon 1010 Instructor to:***
 - Assist, contribute, plan, and facilitate the Elon 1010 course
 - Teach/facilitate TWO course lessons under the direction/support of the Elon 1010 instructor
 - Assist with academic advising through an Elon student/peer perspective
 - Assist with graduation planning
 - Introduce advising material and tools from a Elon student/peer perspective
 - Demonstrate advising tools and resources available to students

In accepting the position, the Peer Educator understands that they are subject to termination from the position by the Elon 1010 Program and University, including termination of their compensation for:

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- Failure to meet any of the above agreements or conditions.
- Placement on disciplinary or academic probation/suspension as determined by Elon University.
- Unsatisfactory performance or conduct as determined by the Elon 1010 program, Koenigsberger Learning Center and/or Elon University.
- Impairment of job performance by the use of alcohol and/or illegal drugs.
- Any arrests or convictions under the law that would negatively affect their performance as a Peer Educator.