

I-Best Peer Leader

DEPARTMENT: I-Best

JOB TITLE: Peer Leader

SUPERVISOR: Catherine DuRant, Learning Support Coordinator
Pickens Hall – 125
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864-646-2043

DUTIES:

The I-Best Peer Leader plays a pivotal role in enhancing the educational experience of students within the I-BEST program at Tri-County Technical College. This position supports not only the administrative functions of the I-BEST Office but also contributes to the academic and social success of current and prospective students.

Duties will include:

- Assist the I-BEST Office, including instructors and the Coordinator of Instructional Activities, with special projects such as curriculum enhancements, event organization, and development of new student resources
- Presentations for new students at I-Best Orientations
- Attendance and student support in Success Labs and the COL 120 course as course schedule allows
- Office hours dedicated to I-Best student support and engagement
- Leading discussion groups with current I-Best students
- Presentations for potential new students at Student Information Sessions
- Event planning assistance for Brain Breaks and other I-Best events

QUALIFICATIONS:

- Completion of the I-Best Program (PCA or Manufacturing)
- Enthusiasm for education at Tri-County Technical College and the ability to communicate that enthusiasm
- Ability to manage competing priorities
- Effective communication skills in one-on-one and group settings
- Ability to perform clerical duties as needed
- Discretion and confidentiality to abide by FERPA guidelines
- Eligibility for work study per Financial Aid guidelines

SCHEDULE:

- Monday through Friday as course schedule allows.

HOURS PER WEEK: 20 hours per week, dependent upon workload

PAY INFORMATION: \$12 per hour

Location: Pendleton Campus