

# LEHMAN COLLEGE DIVISION OF STUDENT AFFAIRS

# PEER EDUCATOR APPLICATION FORM



For further information contact  
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Please complete and submit application to The Office of the Vice President for Student Affairs, Shuster Hall, Room 204, no later than March 30, 2011.

First Name  Date

Address  Apt #

City  State  Zip Code:

Home Phone  Alternate phone

E-mail

### Educational Background

School/Major  Minor

GPA

Current status  Freshmen  Sophomore  Junior  Senior

# of credits completed  # of credits registered for this semester

Expected Graduation Date

*Please answer the following as completely as possible. You may attach additional sheets of paper if necessary.*

**Choose two departments that you would like to assist in and indicate your preference numerically (i.e., first choice = 1, second choice = 2)**

<input type="text"/> Career Services Center	<input type="text"/> Counseling Center
<input type="text"/> Student Disability Services	<input type="text"/> Campus Life
<input type="text"/> Urban Male Leadership Program	<input type="text"/> Community Engagement and New Student Programs
<input type="text"/> Child Care Center	<input type="text"/> Veterans/Military Affairs
<input type="text"/> Financial Aid Office	<input type="text"/> Wellness Education and Promotion

**Are you currently working? If yes, please list your work schedule**

**Are you bilingual or trilingual? If yes, please list the languages you speak fluently.**

**Please write a short essay of your interest in the Peer Education Program. Be sure to include all of following points:**

- Why are you interested in the Peer Educator Program
- State the reasons for choosing the program you selected
- What are some of the skill sets you would like to develop during your appointment
- State any extra-curricular activities and leadership positions on and off campus that you currently hold or held previously.

Signature of Applicant: \_\_\_\_\_

Date

I  understand that during the term of appointment my grades

(Print Name)

will be monitored throughout the year.

For Office use only:	G.P.A. <input type="text"/>	Earned credits <input type="text"/>	Semester Credits <input type="text"/>
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## **A Short job descriptions & responsibilities according to participating departments**

### **Career Services**

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Responsibilities of a Peer Educator at Career Services include participation in outreach efforts related to career workshops, recruitment, and job and internship fairs sponsored by the office. Peer Educators will assist students in the Career Lab with preparing a resume and cover letter to be reviewed by a Career Counselor as well as with resources for students in the Career Library. Demonstrating the use of DISCOVER, a career guidance software, registering students on the College Central Network, planning and participating in career workshops, and providing office support are also part of the responsibilities of a Peer Educator. You would also help student identify part-time and full-time employment opportunities posted in the on-line job database and job books. It is required that Peers Educators attend all PACCT training sessions and meetings specific to the Career Services Center and maintain the confidentiality of our students. Students come to use Career Services to learn how to prepare for the workplace. Therefore, not only do we teach and inform them, but also we lead by example.

### **Campus life**

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Peer Educators will have a working knowledge of Campus Life Policies and Procedures with respect to Student Club recognition, space reservations, yearbook procedures and special event programming and will be expected to function in assistance of these programs. Peer Educators will also be expected to be of assistance to programs such as the Herbert H. Lehman Institute for Student Leadership Development, Intramural Sports Programs, Campus Information Services Role and Function, College "Guest Policies" Ticket Procedures, and Supervision of Events. They will also be trained and taught the use of current theories and practices in Student Affairs.

### **The Counseling Center**

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In conjunction with our staff, Peer Educators will assist in outreach and educational activities that will provide programmatic support for our center. Peer Educators assist in administrative functions, organization of psycho-educational workshop and creative marketing strategies. They promote events and increase awareness on such issues as depression, anxiety, eating disorder, alcohol misuse, sexual assault and relationship violence. Through their interaction with their peers they reduce the stigma of mental health and increase help seeking behaviors. Peer Educators are seen weekly for group supervision and they are training in general counseling skills, confidentiality and ethical issues that are used in their interactions with student groups. Their work is supervised by the Director and our professional staff. Responsibilities will also include assisting with our newsletter, creating flyers, overall management of our website and mental health screenings, as well as supervising the Personal Development Center.

### **Community Engagement and New Student Programs**

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In an effort to create a solid program, Peer Educators will assist with outreach. They will not only reach out to local agencies in the Bronx and surrounding areas through phone calls, meetings and written communication to build partnerships in a reputation for the Community Engagement and New Student Programs, but also seek support within the community of Lehman students. Peer Educators will participate as site leaders for one-day service projects throughout the community. As leaders of these service projects, they will need to utilize cooperation and willingness to work in teams with other Peers, great public speaking skills to inform and motivate others about each project, and relationship building skills to forge better professional relationships with staff and their fellow Peers. Responsibilities will also include working with New Student Programs and helping to organize half-day service projects. The ability to work with agencies and non-profit organizations in a professional manner is crucial to the success of this program and the Peer Educators development. Peer Educators will be responsible for tracking participants, developing an on-line RSVP program and collecting data related to completed projects, which will help market Service-Learning to Lehman faculty and staff in the future.

### **Student Disability Services**

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In conjunction with our staff, Peer Educators will assist in developmental and promotion of workshop programs, outreach to students through informational tables as well as work with the student advisory board. Responsibilities will also include assisting with newsletters and in the access and Technology Lab.

### **Wellness Education and Promotion**

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The Peer Health Educators are a diverse group of Lehman College students trained to educate their classmates about various aspects of health and wellness. Topics include sexual health, HIV/STIs, smoking cessation and provide confidential education sessions, facilitate dynamic outreach programs and plan events to increase awareness, and promote wellness. Peer Health Educators often have the opportunity to facilitate health education workshops for Freshman Year Initiative classes, and student organizations. Peer Health Educators contribute articles to our bi-annual Peer Health Newsletter, distribute health education materials to students, post event flyers, update the brochure racks and the Student Health Center bulletin boards, and make creative posters, flyers and develop other marketing tools. We are looking for students with excellent verbal and written communications skills, and a strong interest in wellness, health education, and health promotion.

## **Urban Male Leadership Program**

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The Center for Urban Male Leadership is looking for highly motivated, spirited and ambitious individuals. As a Peer Educator in this center you will engage in: group leadership activities, program development, outreach coordination, retreat logistics, workshop scheduling, newsletter creation and Center outings. The Center for Urban Male Leadership is committed to more than creating Leaders, we're committed to Changing Lives.

## **Child Care Center**

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In conjunction with our staff, Peer Educators will assist parents at the Child Care Center. Peer Educators will assist in creating organizing workshops and training for parents, and provide assistance in special events. Other duties include updating the parent resource center and binder. Activities will consist of assisting in program planning, outreach and administration of child care services as needed.

## **Veterans/Military Affairs**

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The mission of the Office of Veterans and Military Affairs is to support our members of the Armed Forces, veterans, and their families in their pursuit of higher education. The office is committed to facilitating communication among the campus offices serving veterans and reservists. Through programming and direct services, we provide members of the service members and their families with a coordinated system of service delivery to insure a meaningful transition to civilian life and a positive education experience at Lehman College. The peer will be assisting Lehman student veterans and potential students veterans with their educational need as well as with promotions of the Veterans Club and outreach.

## **Financial Aid Office**

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In conjunction with our counselors, Peer Educators will work in our Computer Lab assisting students, parents, alumni and prospective students with completion of their FAFSA and Loan applications. Other duties include assisting with workshops and providing basic office support. We are looking for students that exhibit extreme patience and energy with willingness to be a team player.