**Exploratory Peer Leader Position Description  
FIRST YEAR EXPERIENCE**

The Exploratory Program Peer Leader position helps support students who have decided not to choose a major (undeclared) as they begin their academic journey OR have changed to undeclared once they are students. These students are automatically part of the university's Exploratory Program.

**Compensation:**

Exploratory Peer Leaders work 5-10 hours a week (depending on work study, schedule and availability) and are paid at a rate of $15.50 per hour.

**Structure:**

Peer Leaders work out of the Exploratory Office during normal business hours, Monday - Friday, 8:30 am - 5 pm.  At times, peer leaders will be asked to adjust their schedule or work additional hours (based on availability and work study) to support specific evening and weekend events (announced well in advance). Student schedules will be built based on availability and funds available - there are no assigned days of the week or specific number of hours (typically 5-10 hours per week.)

**Position Responsibilities:**

* Welcome new students to the Exploratory Program by making congratulatory phone calls, putting together mailings, and representing the program/office at open houses and accepted student days.
* Serve as a member of the O-Team (Opening Team) at the start of the academic year which includes leading small groups during the first year day of service and helping run events.
* Directly support a small group of Exploratory students (20-30) throughout the year by planning social events, communicating deadlines and information, and providing one on one guidance
* Assist in planning and implementing large-scale programs and events for Exploratory students focused on community building, choosing a major, and learning more about career options
* Hold peer advising workshops for Exploratory students to assist in selecting and registering for next semester courses
* Provide individual support and guidance to Exploratory students throughout the year who have general questions about the university and specific questions about choosing a major.

**Terms of Employment**

* Must be a current student and maintain full time status at Salem State University
* Must have a minimum cumulative and semester grade point average (GPA) of 2.5
* Must submit O-Team application when process opens (so contact information is available there)