

Northwest Missouri State University
Residential Life/Information Systems
Peer Educator in Residence for Technology Position Description

The Peer Educator in Residence for Technology (PERT) is a 1-year, live-in, undergraduate paraprofessional position with the Information Systems Department. The PERT will work with one Freshman Learning Center (Freshman residence hall) and other upperclassman residence hall(s) to facilitate computer policy information and promote an environment of intellectual inquiry by providing programming and resources for students and staff. The PERT is a support position and is not to be utilized to complete RA duties such as rounds, desk hours etc.

The PERT position does not allow for regular student teaching or off campus internships. Excessive extracurricular commitments are not possible while the halls are open. The Information Systems Department must approve any outside part-time employment, practicums, and/or on campus internships in advance.

Because the needs of students change, new ideas or special assignments may be developed and implemented throughout the year.

Required Qualifications:

- At least one semester of residential group living experience, preferably at Northwest, prior to application.
- Enrollment as a Northwest student in good standing with a minimum of 12 hours per semester (enrollment in more than 16 credit hours must be approved in advance).
- Must have Northwest cumulative GPA of 2.5 and a semester GPA of 2.0 which must be maintained throughout employment
- Must have earned a minimum of 28 credit hours from Northwest prior to beginning employment.
- Must live in the hall for which you are the PERT.

Physical Demands include but are not limited to:

- Sedentary and physical work requiring the ability to lift and move 25 pounds on occasion.
- Ability to observe and interpret printed notices, policy violations and other documents.
- Ability to communicate in English effectively both orally and in print.
- Ability to climb stairs.

Preferred Qualifications:

- Working knowledge of Northwest computer network.
- Working knowledge of printer installation both personal and networked.
- Working knowledge of various computer operating systems.
- Working knowledge of educational programming such as workshops and training sessions.
- Leadership experience.

Primary Job Responsibilities:

- Assist residents with installation of personal computer equipment, such as: hubs, Ethernet cables, printers, etc.
- Assist residents regarding proper computer operating system setup and personal computer registration information before residents' personal computers are allowed to connect to the Northwest computer network.
- Verify Northwest computer equipment in residence hall rooms before residents are allowed to check out.
- Assist with Computer Policies/Ethics Workshops.
- Student mediator regarding Northwest Computer Policy violations.
- Respond to student inquiries on a case-by-case basis and in a timely manner.
- Maintain 5 hours of scheduled office hours per week.
- Develop and present program(s) related to Freshman Seminar classes and Freshman Learning Center as scheduled regarding Northwest Computer Network Policies and Procedures especially pertinent to freshman students.
- Promote and encourage academic atmosphere and student academic development through appropriate programming.
- Be prepared to coordinate in-hall computer workshops by working with Resident Assistants, Hall Council, Residence Hall Association, other university staff and residents. This may include attending Hall Council, visiting RAs, connecting with RHA, visiting residents, attending floor meetings, attending hall staff meetings, etc.

Secondary Job Responsibilities:

- Participate and assist in departmental staff training.
- Assist with Advantage Week programming and activities.
- Assist in PERT staff selection process.
- Serve as liaison with and as a representative of the halls, the Department of Residential Life, the Information Systems Department and the University community.
- Perform other duties as assigned.

Expectations:

- Attend weekly meetings with Supervisor and other PERTs.
- Attend Information Systems Departmental meetings as requested.
- On call duty weekends when the residence halls are open. Frequency determined by the number of PERTs.
- Follow Information Systems procedures particularly for trouble call logging and policy violation documenting
- Maintain current and correct information regarding residents' personal computers within a database system.
- Attend weekly hall staff meetings.
- Attend one-on-one meetings with Hall Director as scheduled.
- Participate in hall staff functions, including staff developments.
- Maintain regular communication with Information Systems, Computer Helpdesk, Hall directors, other PERT's and the Area Coordinator.
- Support the mission of the Information Systems Department and University and participate in Continuous Quality Improvement.
- Model appropriate academic success and maintain a minimum GPA of 2.0 per semester and a Northwest cumulative GPA of 2.5 during employment.
- Be a good role model and adhere to the policies as set forth in the Computer User's Guide to the Electronic Campus, Residence Hall Handbook, Student Handbook, and by the University and State.

Behavioral / Emotional Expectations for All Student Staff:

When in the opinion of the University a condition constitutes a clear and present danger to the health, safety, or security of self and others, the University has the right to take whatever steps are necessary to remedy the situation. These steps may include the termination of a staff member's role within Residential Life/Information Systems and their occupancy of the premises. Action of this nature is subject to review through normal University channels and remains in effect until reversed or rescinded.

Remuneration:

- Room and Board – Private Room/Standard Ala-dine
- Meals and housing during August and January training
- Break housing provided at no cost

Note: Remuneration is considered income and can affect Financial Aid awards—see Financial Aid Office for details!