



STUDENT JOB DESCRIPTION

JOB TITLE: English Peer Assistant Learner (PAL)

WORK AREA: English Department

HOURS: 8-10 hours per week

TYPICAL WORK HOURS Daytime Evening Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES:

Peer Assistant Learner Position Description

The Peer Assistant Learner (PAL) mentorship program serves as a tool colleges can use to provide both academic support and student mentorship to their student body. The heart of the PAL program is connection and mentorship. College faculty mentor promising students who in turn mentor their fellow peers in study skills, soft skills, and college readiness. PALs, therefore, are student leaders who have demonstrated an understanding of their course content. They are natural teachers who care about others. PALs do not teach; they lead group learning sessions to engage students in discussions/activities that promote a deeper understanding of course concepts. The PAL assists with one class, going to course lectures, making connections with students, and monitoring class progress per instructor desires. The goal is that each historically challenging class or program is serviced by a PAL.

Position Description:

- Facilitate use small group/pair work to encourage students to verbalize and expand on their thinking
- Create activities to help students break down complex issues into smaller parts
- Prepare practice sheets of carefully selected problems that reflect the content of the week's lectures.
- Pose challenging questions to connect course concepts, encourage students to consult their notes or textbooks for clarification, redirect questions back to the group, model study skills, and provide opportunities for students to share study strategies, predict exam questions, and prepare answers to questions from lectures

Responsibilities:

- Complete all training
- During first 6 weeks, be present and active in class with students several times a week
- Throughout the fall, at least one hour of in-class contact with your students each week
- Outside of class contact with your students **one-on-one** and in small groups for study support
- Meet regularly with faculty mentors(s)—at least biweekly
- Assisting faculty mentor(s) in support of class assignments

Benefits:

- Develop peer leadership and community building skills
- Enhance public speaking and presentation skills
- Develop great working partnership with faculty
- Peer Assistant Learners gain an amazing experience/skills to include on their resume

QUALIFICATIONS:

- Remain enrolled as a student
- Consistently be available to attend at least one day of class each week
- Consistently communicate with your faculty Mentor(s)

- Maintain cumulative GPA of 2.50
- Remain in good academic and judicial standing with the College

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

Yes No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

 3 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Daniel Bernstrom, Minnesota West Community and Technical College

Location: Worthington campus

Phone: 507-372-3444

Email Address: daniel.bernstrom@mnwest.edu

Canby Campus
1011 First Street West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
PO Box 269
Jackson, MN 56143

Pipestone Campus
1314 North Hiawatha
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56178

Luverne Site
311 N. Spring Street
Luverne, MN 56156