Peer Academic Consultant (PAC), Academic Enhancement Center Position Description

This is a part-time student employment position supporting academic skills development of URI undergraduates in all majors.

Title: AEC Peer Academic Consultant (PAC)

Reports to: The AEC’s Coordinator of Academic Skills Development Programs

Basic function: Peer Academic Consultants assist instructors in the one-credit UCS 160: Success in Higher Education and UCS 161: Becoming a More Self-directed Learner courses, and provide appointment based 1-1 support for undergraduate students seeking help with planning and academic skills development.

Compensation: Students may opt to work for pay or course credits. Paid positions begin at $13.00 per hour.

Position Description: PACs help students to identify their learning needs and apply effective planning, time management, test-taking and study strategies. This can occur both through 1-1 consultations (both face to face and on Zoom) as well as through web-based communication (e.g., Brightspace).

Specific duties and responsibilities include:

- Providing teaching and administrative support as needed for the UCS 160 and 161 courses, including providing feedback on students’ assignments, participating in class meetings, and facilitating 1-1 peer consultations (in person or online)
- Facilitating 1-1 consultations (in person or online) for any undergraduate students seeking support for academic skills development
- Assisting with the development of academic skills-related learning resources and activities
- Participate in a program of pre-service and ongoing in-service training and development

Competitive candidates must:

- Be eligible to work as an undergraduate student for URI
- Be able to participate in pre-service and ongoing trainings
- Demonstrate strong planning, organizing, and studying skills
- Demonstrate an awareness of and sensitivity to the challenges students face that relate to intersecting cultural, racial, ethnic, gender-based and religious identities
- Demonstrate an awareness of common challenges students face in achieving academic success

Preference may be given to candidates who:

- Have experience as tutors, especially with college students
- Have a GPA of 3.0 or higher
- Have successfully completed the UCS 160 and/or 161 courses with a grade of B or higher
- Have completed or are currently enrolled in courses which focus on teaching or cognitive psychology
- Demonstrate awareness of active learning and studying strategies
- Demonstrate understanding of a consultant’s role in supporting learning