



Western Kentucky University
Academic Advising & Retention Center

Peer Facilitator

General Description:

Peer Facilitators work under the direct supervision of the Assistant Director of Retention Programs. The position is responsible for providing students in the Best Expectation Programs (BEP) with the instruction and support necessary to meet BEP requirements and achieve their educational goals.

Primary Duties and Responsibilities:

- Co-present small group workshops (up to 35 students).
- Teach academic skills to promote student success.
- Assist student with prioritizing and goal setting.
- Schedule students for workshops.
- Answer office telephones and take messages.
- Support staff and students by providing accurate information regarding university policies.
- Provide clerical assistance such as copying, typing, data entry, and filing for departmental staff.
- Perform other job related duties as assigned.

Essential Functions:

- Ability to communicate effectively with faculty, staff, students, and guests of the university from diverse backgrounds.
- Ability to maintain accurate records.
- Ability to maintain confidentiality.
- Ability to retain excellent organization skills and the ability to work in a fast paced environment.
- Ability to maintain an educational environment which encourages learning.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed in all decisions.

Requirements:

Applicant must be a currently enrolled undergraduate student at WKU with an overall GPA of at least 3.0.