

## **PEER ACADEMIC LEADERS (PAL)**

PALs are a diverse group of undergraduate students who share a common desire to help other students navigate academic challenges. Under the direction of the University Advising Center, PALs work directly with first and second year residents, empowering them to take ownership of their collegiate careers through mentorship and educational programming.

### **Qualifications:**

- 3.0 Cumulative GPA (on a 4.0 scale)
- Currently be under the University Curriculum
- Good academic and disciplinary standing with the University
- Responsible, reliable, flexible, with the ability to work independently
- Tech savvy with social media knowledge(e.g. Access.smu.edu, Blackboard, Facebook, twitter)
- Excellent planning, communication and organizational skills
- Must live in Residential Commons

### **General Responsibilities:**

- Serve as R.C.-based liaison to the University Advising Center
- Teach students to navigate and use ACCESS.SMU (search for classes, lift holds, enroll for classes, etc.)
- Understand the components of the University Curriculum and assist students in utilizing their Degree Progress Report (DPR)
- Understand and disseminate information surrounding deadlines, important dates, and the First-Year Repeat Policy
- Hold weekly drop-in hours (3 hrs/week)
- Attend monthly meeting with PAL supervisor(s)
- Serve as advising interns during Summer A.A.R.O sessions†
- Assist with marketing and promotion of campus academic initiatives
- Facilitate academic workshops and presentations (Time management, Test preparation, UC 101, etc.)

†Not a requirement but encouraged if PAL is available

### **Training Requirements:**

- Attend all PAL Training sessions and select days during RA Training
- Participate in other trainings as necessary\*

\*There may be a need for additional trainings throughout the term

*Note:* PALs are expected to participate fully in training sessions. Special arrangements can be made for academic obligations. Arrangements must be made prior to the absence.

**Benefits:**

- Develop leadership skills by guiding peers through experiential education program
- Gain event planning experience through coordination and execution of programming
- Serve as liaison to the University Advising Center
- Priority housing in Residential Commons
- Obtain “Oral Communication” Proficiency\*\*

\*\*Will require additional documentation