Peer Assisted Learning Facilitator Job Description

Term: Fall or Spring  
Position Working Title: Peer Assisted Learning Facilitator  
Department: Office of Academic Success

The Office of Academic Success Peer-Assisted Learning (PAL) program provides academic support through student-led peer learning sessions in select courses at the University of Minnesota Morris. Undergraduate students who have demonstrated excellence in the course content and have completed the PAL training facilitate these sessions.

PAL facilitators do not teach; instead, they engage students in discussions/activities that promote a deeper understanding of course concepts. PAL facilitators use small group/pair work to encourage students to verbalize and expand on their thinking and to share it with the larger class. Facilitators create activities that help students reduce complex issues into smaller parts and prepare practice sheets of carefully selected problems that reflect the content of the week’s lectures. During PAL, facilitators pose challenging questions to connect course concepts, encourage students to consult their notes or textbooks for clarification, and redirect questions back to the group. Students have a chance to share study strategies, predict exam questions, and prepare answers to questions from lectures under the guidance of an experienced and accomplished peer.

The PAL Facilitator role offers students the opportunity to:
- Strengthen leadership skills
- Develop critical thinking and interpersonal communication skills
- Further understanding of the PAL course content
- Build deeper connections to peers, faculty, and OAS staff
- Strengthen time management skills
- Engage in reflective practices for self-improvement
- Increase cross-cultural understanding
- Work as part of a larger PAL/tutor team

Job duties
- Attend occasional class meetings of the selected course, take notes, and read assigned material
- Conduct one to two 50 minute study sessions/week throughout the term using active learning and collaboration
- Assist students academically by:
  - Providing meaningful study activities and handouts
  - Establishing a rapport conducive to positive group interactions
  - Respecting differences in background, opinion, ability, motivation, and desires
  - Maintaining confidentiality of records, grades, and other protected information
- Attend and actively participate in scheduled training sessions and team meetings
- Consult with the Academic Assistance Coordinator and course faculty on a regular basis
- Publicize PAL study sessions and other academic support services
- Accurately maintain attendance records and submit required documentation in a timely manner
- Notify the Academic Assistance Coordinator in advance if unable to facilitate a scheduled study session
- Serve as a respectful and positive representative of the Office of Academic Success

PAL Facilitator Qualifications
To be eligible for consideration, applicants must:
- Have completed 15 credits at the University of Minnesota Morris
- Be enrolled as a University of Minnesota Morris student who is registered for a minimum of 6 credits
- Maintain a 3.0 UMM grade point average
- Have earned a minimum of “B+” (or demonstrated equivalent competency as determined by discipline faculty) in the supported course
- Be recommended by discipline faculty

Last updated: 7/28/2020
• Demonstrate strong communication and interpersonal skills
• Demonstrate enthusiasm for education and helping others
• Be available to 5-8 hours per week

Compensation
PAL Facilitators earn $10.50 per hour. In lieu of wages, students may choose to serve as a PAL Facilitator for credit.

The employer reserves the right to modify, change or add to the duties of this position, consistent with the classification description, at any time.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. If you need accommodations to fully participate in this opportunity, contact the Office of Academic Success at oas@morris.umn.edu.