

Duke University – David M. Rubenstein Scholars Program
Peer Preceptor Work-Study Role Description 2017-2018

The following document is a description of the Peer Preceptor role intended to provide a general overview of activities and responsibilities related to role. Actual responsibilities may vary based on the department, campus, and area goals and objectives.

The Peer Preceptor (P²) is a key student leadership role with the David M. Rubenstein Scholars Program. David M. Rubenstein Scholars are required to serve as Peer Preceptors in their sophomore year. Additional positions are often available to students who are not David M. Rubenstein Scholars.

P²'s serve as mentors, resources, and event planners for first year scholars. As key leaders in charge of helping shape environments that support the academic and personal development of students, P²'s are role models for their Scholars and for others in the University community.

LEADERSHIP RESPONSIBILITIES

Community Building

- Build connections between community members and elevate the intellectual climate of the Scholar community using both formal and informal techniques. P²'s initiate one meal per month with their Scholar(s). P²'s facilitate two activities per month with one being individual and one being collaborative. In addition, P²'s are required to complete a minimum of 3 hours of work per week while maintaining an average of 9 hours per week.
- Serve as resources concerning residents' personal, academic, and social development. Utilize helping skills to support community members and/or groups of residents in seeking positive and respectful outcomes to their conflicts by engaging them in a mediation or reconciliation process.
- Effectively inform residents of University events, activities, and other information that may affect student life.

Support and Enforcement of Community Standards

- Create an environment of mutual respect that supports the rights of the community while also safeguarding the rights of individuals, and that holds residents accountable for their decisions and actions.
- Complete and submit an Incident Report within twelve (12) hours from the time of an incident.

Operations Responsibilities

- Participate in processes critical to the effective operations of the department reporting to the Program Coordinator weekly with a summary of your activities for the week.
- Attend a monthly team meeting at a time determined by the Program Coordinator.

Training/Development

- Attend all sessions of Fall 2017 training.
- Move in to your residence hall on Wednesday, August 23rd .

CONDITIONS OF APPOINTMENT

Duke University wishes to confirm and ratify that status of its relationship with the Peer Preceptor with the following agreement:

1. Upon his/her acceptance, the P² agrees to act in accordance with the provisions of this description.
2. It is understood that the maximum hours to be devoted to the P² role will not exceed an average of 9 hours per week.
3. The principal non-academic activity of the P² is their P² appointment.
4. The P² must meet expectations and eligibility requirements as outlined below.
5. As P², you are considered by Duke University as a Campus Security Authority (CSA) and will be notified at the beginning of each semester by Duke Police regarding CSA requirements.

EXPECTATIONS AND ELIGIBILITY REQUIREMENTS

- Remain in good disciplinary standing with the university and demonstrate exemplary personal conduct at all times. The P² agrees to adhere to all rules, regulations, and policies of the Duke University Undergraduate Bulletin of Information and Regulations.
- Arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.
- Receive advance written consent from the Director before entering into any employment situation. No such employment or commitment may, under any circumstances, exceed **ten** hours per week
- Attend all training events as scheduled.
- Demonstrate willingness to complete other reasonable tasks requested or other duties as assigned.
- Be work-study eligible.
- Be able to serve as a preceptor for Fall 2017 and Spring 2018

AS PART OF THE EXPERIENCE, PEER PRECEPTORS WILL RECEIVE

- \$8.50 per hour at 9 hours per week totaling roughly \$2200.00.
- Work study eligible students are paid via the Duke University payroll system.