

## Disability Support Services Peer Educator

### THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

#### Overview

Disability Support Services Peer Educators/Navigators are campus partners who will play a vital role in proactively educating the Knox College community about disability-related issues and will serve as mentors to first-year students to cultivate relationships between upper and underclassmen, with the aim to increase involvement, retention, and confidence in the newest members of the Knox community. Peer educators/navigators are crucial in assisting Disability Support Services in promoting accessibility for students with disabilities in all areas of campus life. They provide leadership to promote and advance inclusive and sustainable learning and living environments across campus. Peer educators/navigators work under the direction of the Director of Disability Support Services or their assigned designee. This group is open to all students and strives to be representative of the diverse and inclusive Knox community.

#### Responsibilities

- Spring term before starting employment (new leaders only): Complete IDIS 130: Introduction to Leadership course (.5 credit).
- Attend all aspects of designated training, including before the beginning of the fall term, and ongoing sessions as scheduled including Mental Health First Aid and Introduction to Disabilities.
- Provide and develop programming ideas, facilitate interactive workshops, and assist in the planning of a variety of campus-wide events and activities to increase disability awareness and educate members of the campus.
- Maintain weekly contact with student mentees, documenting meetings, and submitting documentation as appropriate. This includes program surveys, assessments, and evaluations.
- Facilitate and assist student mentees in identifying campus resources and connecting with them to develop support networks and assist in their adjustment to academic and residential living.
- To inform and encourage student mentees to practice self-advocacy by building positive relationships.

- Promote Disability Support Services and events to students and the campus community.
- Maintain close communication with Disability Support Services staff regarding student needs and concerns.

### **Characteristics**

- A strong commitment to the goals, missions, and values of Knox College and the Disability Support Services office. Each peer educator must abide by professional and ethical standards of conduct, including all Knox College policies.
- A strong demonstrated commitment to increasing disability awareness and promoting accessibility and inclusion on campus. Ability to recognize disability as a valued aspect of diversity.
- Enthusiasm, initiative, and a desire to cultivate leadership potential.
- Strong communication and presentation skills, including the ability to facilitate discussions and work with a diverse student body.
- Maintain good academic and social standing at Knox College for the entire academic year.
- Commitment to serving as Disability Support Services Peer Educator for a minimum of one academic year. Peer educators will be trained initially before the Fall Term and ongoing training will occur throughout the year. Initial training generally occurs in May and is about 16 hours of in-service training.
- Ability to collaborate proactively with Disability Support Services staff and other departments, offices, and individuals as deemed necessary.
- Willingness to be involved in planning campus initiatives to educate students about disability issues around campus and globally.

### **Compensation**

- Hourly compensation will be adjusted to reflect minimum wage increases as appropriate, including hours worked for pre-service and continuing education training; weekly outreach and/or individual contacts with students during each term (1 hour per week), and event planning (1-2 hours per term). Hours scheduled to work must be approved by the Director of Disability Support Services. Additional hours may be worked with prior approval.
- All hours worked as a peer educator must be recorded in eTime and documented appropriately in the submitted contact/event report forms. eTime is approved every other Monday and any time recorded that does not have correlating documentation will be deleted.