

Academic Success Program (ASP) Peer Instructor Job Description Fall 2025

General Information

The Academic Success Program (ASP) is a program intervention developed to assist JMU students on academic suspension or academic probation employ the academic strategies and personal motivations needed to be successful at JMU. The workshop sessions are focused on topics including time management, motivation, studying, self-care, and campus resources. Topics will be delivered through discussion and exploration of the actions, strategies, and skills for immediate utilization.

Duties and Responsibilities

Peer Instructors (PIs) for the Academic Success Program (ASP) play a central role in empowering and supporting students facing academic and personal challenges by facilitating program curriculum and acting as a support system for ASP students. PIs will be assigned a caseload of 5-8 students with whom they will work throughout the entirety of the program. PIs also help to prepare workshop content and utilize their creative freedom to generate a plan and structure that best suits their facilitation style and the students' learning style. This position can provide valuable experience for students looking to add new professional skills to their resumes.

Peer Instructors:

- Facilitate workshops on a rotating schedule for a 10-week period – (tentatively) beginning the Week of September 8 and ending the Week of December 1
- Edit and personalize content for appointed workshop topic, which includes but not limited to:
 - Active learning exercises to assist students in understanding and absorbing material.
 - Presentations, planning documents, and hand-outs to serve as visual aids.
 - *There is an option to work with another Peer Instructor on one or two workshop topics if desired.*
- Work with an assigned caseload of 5-8 students
 - Identify individual student needs and build respective Compliance Plan
 - Meet with each student 3-4 times during the semester to provide support and track progression throughout the program.
- Facilitate Study Hall sessions.
- Meet in-person with the Program Coordinator one or two times a month to debrief from meetings with students.
- Positively represent JMU and the Academic Student Services Office

This position will require an average of 10-12 hours each week, with fluctuation dependent upon workshop and study hall scheduling as well as the number of meetings with students.

Qualifications

- A minimum cumulative GPA of a 2.75 is required.
- Must be comfortable with public speaking to a group of 10-20 people.
- Must be comfortable professionally conversing with fellow students in a one-on-one setting discussing topics such as: financial challenges, family struggles, motivational roadblocks, obstacles managing college-related responsibilities, and others similar.
- Be in good disciplinary and academic standing with James Madison University
- Students must be degree-seeking students, enrolled on at least a half-time basis (6 credits/undergraduate) through fall semester 2025 and not studying abroad.
- Participate in all required ASP meetings, training sessions, and workshops.
- Attend a 1-day training at the beginning of the Fall 2025 semester. [Training is tentatively scheduled for Friday, August 29.]