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# Example of Peer Educator Job Description

Our company is growing rapidly and is looking to fill the role of peer educator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for peer educator

* Act as a role model and positive voice on campus in promoting greater health-conscious attitudes and challenging campus social norms where appropriate
* Assist with program assessment, including contributing to the development of an end-of-year report
* Assist with administrative work, including data management, as needed
* Manage administrative processes and communication (both electronically and in person) related to support of student clubs/organizations, including annual recognition, management of information in the database, review of activity reports and development of new clubs
* Provide 1-on-1 and group activity planning consultations to provide general information, referrals, coaching and education
* Complete other administrative tasks as needed, including room reservations, scheduling meetings, making copies, managing registration forms, assembling training materials
* Lead in development & maintenance of online educational tools, trainings and tutorials for clubs
* Oversee processes for data collection, assessment and evaluation
* Staff daily office hours to support drop-in advising and support for students
* Manage communication related to workshop requests and event RSVPs

## Qualifications for peer educator

* Sensitivity to controversial and personal topics that are sometimes embarrassing, and have a willingness to talk candidly about them
* Demonstrated experience in HIV prevention (minimum 1 year)
* HIV testing & counseling certification
* Knowledgeable with Microsoft Office Suite (Word, Outlook, Excel, Power Point)
* Must be able to attend weekly leadership meetings during weekday business hours
* Must be able to attend one evening meeting per week in addition to outreach as needed