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# Example of Peer Educator Job Description

Our innovative and growing company is hiring for a peer educator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for peer educator

* Delegate tasks to work-groups and maintaining contact with work-group leaders to ensure follow-through and completion
* Provide justification statements for GOHS PHE budget use
* Ensure PHE resource rooms are organized and well-maintained
* Seek out opportunities to work collaboratively with student organizations and other departments to create, publicize, and deliver health promotion programs and events
* Serve as a health information and referral resource
* Perform other duties as assigned and as determined as the position evolves
* Assist in the day-to-day operations of the center, including but not limited to answering phones, collecting mail, opening and closing the center, copying and filing, engaging with visitors and guests, overseeing communications to campus, and scheduling
* Design, develop, and facilitate original workshops for students that introduce, frame, and advance aspects of identity, social change, and equity
* Assist in the creation of marketing materials, coordinating annual programs and events, and introducing new creative ways to engage the campus
* Attend and participate in regularly scheduled student staff meetings, trainings, and development opportunities

## Qualifications for peer educator

* Must be enrolled a minimum of 12 hours at KU
* Must be a role model for responsible and healthy lifestyle choices and enthusiastic about educating peers on wellness issues
* Must possess strong verbal skills and the desire to present information to peers
* Must demonstrate the ability to work with individuals and groups in a leadership capacity
* Class, Work, Academic, and Volunteer Schedule for Spring, Fall 2018 and Spring 2019
* Must be able to commit to 20 hours per week Fall 2018 and Spring 2019 semesters