LIVING Your Freshman Experience (LYFE) Program
PULSE Leader Position Description
Peers Utilizing LYFE Skills Education

Overview
Housing & Residence Life at Nicholls State University strives to offer residential students a living environment which supports their intellectual, emotional, physical, and social development and contributes to their academic and personal success. “Learning” and “Community” are at the core of the residential experience, and an emphasis on learning outcomes and the establishment of learning communities within the residential facilities guides the current and future structure and work within Housing & Residence Life.

All members of the Housing & Residence Life paraprofessional staff must be committed to student learning as the purpose of our work. The Peers Utilizing LYFE Skills Education Leaders (PULSE Leader) are a live-in paraprofessional staff member who serve as a role model and peer educator; provide support for student learning and academic success within their residential community. A PULSE Leader focuses on the development of a comfortable first year students living-learning community that fosters academic success and community engagement. They develop a strong knowledge of academic resources on campus and connect floor members to these resources. The responsibilities expected of a PULSE Leader include, but are not exhaustively limited to, the following:

Initiatives and Role in LYFE Program
Peers Utilizing LYFE Skills Education (PULSE) Leaders serve as live-in peer advisors for freshmen residential students, primarily those living in Ellender Hall for the LIVING Your Freshman Experience (LYFE) Program. PULSE Leaders serve as academic success mentors and assist freshman student success and persistence though:

- Increased academic initiatives, programs and events within the residence hall
- Coordinating study sessions and study groups
- Engaging faculty members in the residence hall
- Connecting residents with the various academic resources available on campus
- Teaching habits and strategies conducive to high levels of academic achievement
- Coordinating the LYFE Scholars program
- Engaging and collaborating with University College and Academic Advising
- Coordinating service learning programs
- Supporting the Head Resident, Resident Assistant and Housing and Residence Life Program.
- Additionally, each Pulse Leader is responsible for a group of freshmen students on their floor.
Job Duties & Requirements

The Peers Utilizing LYFE Skills Education Leaders must be enrolled as a fulltime student (minimum of 12 hours unless otherwise verified by student’s academic advisor and approved by Student Employment) during both the fall and spring semesters and maintain a minimum cumulative 2.5 grade point average during the term of appointment. Candidates initially applying for the position must have a 2.5 cumulative grade point average at the time of employment. The PULSE Leader is expected to remain in good academic and conduct standing with the University throughout the period of appointment.

Peer Mentoring
The relationship between the Peer Mentor and the new student gives them a sense of being connected to the larger community where they may otherwise feel lost. Peer Mentors are utilized by sharing useful knowledge and experiences that may otherwise be difficult to obtain. They are chosen because they have been academically successful and because they possess good communication, social and leadership skills. Additionally, mentors serve as positive role models for the students, guiding them towards academic and social success. Oftentimes, they provide support, advice, encouragement, and even friendship to students.

General
1. Actively learn about the Nicholls campus and academic resources and then connect residents to these resources.
2. Encourage residents to value and uphold personal and academic integrity within themselves and their peers
3. Develop and maintain a positive working relationship with the Resident Assistants
4. Link residents with campus resources and promote those hosted Ellender (tutoring, advising, etc)
5. Attend and actively participate in all HRL training and In-Service sessions
6. Encourage student responsibility in understanding and accepting the consequences of one’s own actions and decisions
7. Provide support, guidance, and encouragement to students so that they may independently resolve personal problems and conflicts
8. Be familiar with campus resources and make appropriate referral of students in order to make responsible decisions
9. Serve as a resource to other Residence Life staff members regarding academic topics
10. Assist in the development and promotion of the LYFE Resource Center
11. Support other Housing and residence Life Staff members with program attendance and a positive attitude
12. Offer tutoring hours for students in Ellender.

Assistance to Residents
1. Is knowledgeable regarding each resident in the assigned residential facility (e.g., name, assignment, major, hometown, activities, interests, needs, etc.).
2. Communicates on regularly in person with each resident in his/her primary area of responsibility.
3. Monitor all residents transition to the University, with special attention paid to academic needs.
4. Responds to residents’ questions, concerns, suggestions, and/or issues in a timely and professional manner. Makes appropriate referrals for additional assistance.

http://www.nicholls.edu/housing/files/2015/05/developing-pulse-leader-position-description.doc
5. Prepares and/or distributes correspondence and informational/publicity materials to residents and posts within the residential facility.
6. Communicates information to residents regarding campus activities and events, including important deadlines.
7. Accompanies residents and provides staff support and service in the event of an evacuation of residents to campus and/or off campus shelter accommodations.

Policies
1. Reinforce and support campus living policies.
2. Provides 4 hours per week study hall coverage.
3. Schedule a minimum of 1 weekend per month to be available in facility and sponsor a program.

Community Development and Programming
1. Develops and implements programming and activities with the LYFE programming guidelines.
2. Assists in articulating residually based learning outcomes and incorporating them into residually based community development and programming planning and implementation.
3. Collaborates with other Housing & Residence Life Staff, University faculty and staff, student organizations, and residents to develop and implement a comprehensive LYFE calendar of residually based activities and events available to residents
4. Collaborate with the Resident Assistants (RA), Head Residents (HR) and professional staff to assess and meet the needs of residents
5. Collaborate with to provide and promote programs focusing on skills that will help students become successful in their first year of college and beyond
6. Intentionally engage faculty members in becoming active in programs within the facility.
7. Promote and sponsor Learning Center workshops each semester
8. Implement “Guess Who’s Coming to Ellender” Faculty/Staff Series once a month.
9. Develop and maintain one academic focused bulletin board on your floor each month
10. Ensures all programming requirements are met, including the completion and submission of all proposals and summaries according to established guidelines and deadlines. Ensures the completion of no fewer than the minimum programming requirements as directed by Housing & Residence Life.
11. Actively solicits the ideas and suggestions of residents regarding activities, events, and topics of interest.
12. Assists in the promotion of the Residence Hall Association (RHA).
13. Develops and distributes marketing and publicity materials for all activities and events.
14. Develops and monitors budget for activities and events.
15. Completes all documentation for billings and payments for activities and events and maintains accurate and current financial records.
16. Provides on site management and oversight for activities and events.
17. Attends and participates in activities and events sponsored by Housing & Residence Life.
18. Assesses quantitatively and qualitatively all programming initiatives.

Programming
1. Collaborate with other PULSE leaders to plan and implement monthly LYFE Workshop programs
2. Plan and implement 2 building staff (RA Staff) educational programs per semester.
3. Serve as a resource to Resident Assistants related to academic focused programs.

http://www.nicholls.edu/housing/files/2015/05/developing-pulse-leader-position-description.doc
4. Assist with and plan one Guess Who’s Coming To Dinner per month
5. Conduct weekly study tables
6. Utilize various mediums to communicate and engage residents
7. Support Welcome Week, Homecoming, Orientation and other identified campus programs.
8. Disseminate information on and encourage participation in academic workshops and appropriate campus sponsored activities

Administrative
1. Returns to campus no later than the designated date and time prior to the fall and spring semesters. Remains on campus at the end of each semester until all semester/closing tasks and responsibilities are completed.
2. Attend resident meetings throughout the semester. Attends other resident meetings as directed by Housing & Residence Life.
3. Documents information, activity, situations, and data on Information Reports as needed.
4. Monitors the residential facility for entry by and/or presence of unauthorized individuals or groups.
5. Follows up with residents who need to submit documentation and/or complete administrative processes with Housing & Residence Life and/or other University units.
6. Staffs the desk of residential facility as scheduled by Housing & Residence Life.
7. Participates in all residential opening and orientation activities each semester.
8. Participates in peak activity periods such as, but not limited to, residential opening and closing, Homecoming, open houses, campus visitation days, and orientation days.
9. Participates in all staff orientation, training, and in-service activities in the semester in which selection occurs and throughout the period of appointment.
10. Attends and participates in regularly scheduled one on ones with HR, weekly staff meetings within the residential facility and in regularly scheduled Housing & Residence Life staff meetings. Participates in staff training and in-service activities. Participates in professional development activities as requested by Housing & Residence Life.
11. Participates in the closure of residential facilities due to University holiday or emergency closures, ending of semesters, evacuation of residents, and/or other reasons as determined by Housing & Residence Life and/or the University.
12. Supports and assists staff in all residential facilities as requested and needed.
13. Serves on at least one Housing and Residence Life staff committee each semester.
14. Serves on committees, task forces, focus groups, and other Housing & Residence Life and/or University bodies as requested.
15. Performs other duties as assigned.

Resource and Referral
1. Is knowledgeable about all academic support services and is able to make a complete and informed referral.
2. Is knowledgeable about all student development support services and is able to make a complete and informed referral.
3. Is knowledgeable about all financial support services and is able to make a complete and informed referral.
4. Is knowledgeable about all residential and University rules, regulations, policies, and procedures, including the rationale for all, and clearly articulates them to residents.
5. Conducts informative tours for prospective residents, family members, University faculty and staff, and campus guests.
6. Assists in the identification and recruitment of potential paraprofessional staff.
Opening and Closing of Facilities
- Participates in the evacuation of residents, and/or other reasons as determined by Housing & Residence Life and/or the University.

Emergency
1. Provide as-needed assistance in the event of an emergency.
2. Assist with the closing of the buildings, opening of shelter and reopening of the buildings for hurricanes, tropical storms or other emergencies that require the evacuation of campus.
3. PULSE Leader leaving campus in time of emergency cannot depart until released from housing. PULSE Leader approved for departure cannot leave until the halls close (unless his or her hometown is under a mandatory evacuation and he or she receives approval to leave to assist family). In addition, staff members must return when the buildings open (unless his or her hometown is under a mandatory evacuation and he or she must leave to assist family).

Compensation
The Peers Utilizing LYFE Skills Education Leaders are compensated by a housing scholarship in the cost of the Ellender room assignment he or she is given. It is not compensated on an hourly basis. The Peers Utilizing LYFE Skills Education Leaders appointment is an “at will” position. As such, the University and the Peers Utilizing LYFE Skills Education Leaders have the option to terminate the employment with or without cause and with or without notice, although proper notice from either party is expected. In the event of termination, the housing scholarship and the stipend will be prorated for the period worked.

The Peers Utilizing LYFE Skills Education Leaders reports to the Area Coordinator for his/her respective facility who may delegate oversight of some daily activities to the Head Resident. Compensation for the Peers Utilizing LYFE Skills Education Leaders includes a service scholarship to cover the cost of the housing accommodation assigned to the Peers Utilizing LYFE Skills Education Leaders. Housing charges are applied to the student’s account at the beginning of the semester. The service scholarship is posted to the student’s account at the beginning of the semester.

Contact
For questions about this position, please contact Rachel Boguille, Area Coordinator of West Area and Freshman Programs by email at rachel.boguille@nicholls.edu or by phone at (985) 493-3312.