



**First Year Experience & Learning Communities**  
University of Cincinnati  
PO Box 210154  
Cincinnati, OH 4522

2612 French Hall West  
Phone: 513-556-4949  
Fax: 513-556-0594  
Web: [www.uc.edu/fye](http://www.uc.edu/fye)

July 22, 2016

Dear 

Congratulations! I am pleased to offer you employment as a Learning Community Peer Leader for the Fall 2016 semester at the University of Cincinnati, First Year Experience and Learning Communities (FYE&LC). Peer Leaders receive an hourly wage of \$8.10 and are expected to work 8 hours per week, typically 1 hour per week attending a PL meeting, 2 hours a week working with your Learning Community, 1 hour a week for office hours, and 4 hours a week engaged in other duties pertaining to the learning community (e.g., mentoring, faculty meetings, planning).

This letter has two purposes-(a) to have you indicate if you are accepting this job offer, (b) to alert you to check your academic schedule and propose a Learning Community meeting time with Wanda French. **Please note that this offer is contingent upon:**

(I) Your academic credentials meeting the minimum standards for academic role models required by FYE&LC and your primary college. At minimum, individuals must be in good academic standing, have and maintain at least a 3.0 overall University GPA, and should have earned a grade of at least a "B" in the coursework relating to the Learning Community. Failure to maintain these academic credentials may result in your removal from the Peer Leader position.

(II) Final budget approval for the FYE&LC program.

(III) Student enrollment of your assigned Learning Community.

**The Learning Community that you have been assigned to is**



**The Fall Semester 2016 LC meeting times are not scheduled.**

**You must contact Brittany Miller ([mille3bl@ucmail.uc.edu](mailto:mille3bl@ucmail.uc.edu)) to schedule your LC meeting time based on your projected schedule for Fall 2016.** When you contact Brittany, you must include the **bold** information above (Learning Community Title and College Identification Number) and **3** times that work with your schedule. You must contact Brittany no later than Wednesday, June 22<sup>nd</sup> to schedule your time.

**A required training will be held August 8<sup>th</sup>-12<sup>th</sup>, 2016.** New and returning Peer Leaders are required to attend. Please contact Lauren Bosselait ([lauren.bosselait@uc.edu](mailto:lauren.bosselait@uc.edu)) if you have Academic Program conflicts (such as co-op and internships).

Please sign and return this offer of employment within 3 business days to Charles Cooper (French Hall West 2612) during regular business hours or via email at [fye@uc.edu](mailto:fye@uc.edu).

We look forward to working with you, and to your service and support of the first year students at the University of Cincinnati!

Sincerely,

Lauren Bosselait  
Associate Director  
First Year Experience and Learning Communities

**I ACCEPT** the offer to be a Peer Leader for the Fall 2016 semester for the University of Cincinnati, First Year Experience and Learning Communities as stated above

**I DO NOT ACCEPT** the offer to be a Peer Leader for the Fall 2016 semester for the University of Cincinnati, First Year Experience and Learning Communities as stated above

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please Sign)

\_\_\_\_\_  
Date