



# Peer Leadership for College Access & Success PROFESSIONAL CAPACITIES

Highly effective Peer Leaders regularly exhibit the following:



## COLLABORATION

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Demonstrate a positive attitude, as well as consideration, rapport, and helpfulness towards others.

Build positive relationships with supervisors, staff, and students and work with team members to move work forward together.

Engage in productive dialogues with colleagues, listening and expressing ideas clearly to others.

## LEADERSHIP

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Take initiative and follow through with ideas.

Inspire, motivate, and draw on the strength of others to achieve common goals.

Seek out information to improve personal skills and performance, as well as opportunities to assume greater responsibility.

Identify and implement new approaches to increase impact.

## PROBLEM-SOLVING

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Demonstrate ability to analyze issues, make decisions, and overcome problems.

Develop creative solutions and integrate new ideas from others.

Seek out and draw on data to better understand opportunities and challenges and adapt practice.

Effectively manage information to determine appropriate, timely, and decisive actions.

## PROFESSIONALISM

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Understand and demonstrate effective work habits, including arriving to work on time and responding promptly and appropriately to workplace requests.

Act responsibly with the interests of the larger community in mind.

Establish and maintain appropriate expectations and boundaries with supervisors, staff, students, and other peer leaders.

## TASK MANAGEMENT

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Plan, organize, and carry out assignments both independently & in coordination with others.

Handle multiple tasks at one time and prioritize work effectively.

Know when to step back and rely on the support of other team members.

Demonstrate timeliness for task completion & maintain focus on prioritized tasks.

\* These Professional Capacities are adapted from and reflective of the career readiness competencies defined by the National Association of Colleges and Employers (NACE).