Peer Advisor Job Description
Academic Advising and Planning Center
College of Charleston

Peer Advisors serve as an informed and knowledgeable academic resource throughout the summer and/or academic year to enhance student access to academic support services, teach students about academic support technology, and encourage fact-based decision making for students.

TERMS AND BENEFITS

- **Period of Employment:** 11-month appointments available (June 11, 2018 through May 10, 2019); Nine-month appointments available (August 6, 2018-May 10, 2019); Mandatory Training Sessions start the week of June 11, 2017 (11-month position only) and the week of August 6 (Nine and 11-month positions).
- **Hours per week:** Summer Months: Up to flexible 19 hours/week. Academic Year: Up to flexible 10 hours per week, including a minimum of four hours per week in the AAPC during business hours, in accordance with peak advising times throughout the year.
- **Compensation:** $8.00/hour paid in bi-monthly paychecks.
- **Turn in timesheet every two weeks with the first paycheck held in arrears.**
- Successfully register and complete **TEDU 205, Exploring Leadership: Building Peer Facilitation Skills** during Spring Express II.
- The Peer Advisor position includes a performance evaluation at the end of each semester. The evaluation process includes a self-evaluation and a performance review by the Peer Advisor Coordinator and AAPC Office Manager. Payment as well as rehiring for subsequent years is dependent upon satisfactory performance.

DUTIES AND RESPONSIBILITIES

**During Orientation:**

- Support new students by welcoming them to the College of Charleston during the summer before new student orientation.
- Act as an academic resource for incoming students.
- Assist students in the academic advising and registration components of all summer orientation sessions for first year, transfer and readmitted students.

**During the Academic Year:**

- Serve as an Office Assistant in the AAPC during the academic year scheduling appointments, referring students or office guests to the appropriate campus resource, responding to questions or concerns of students or office guests, and assist with the preparation of materials for advising related duties.
- Assist with AAPC departmental and college-wide programming initiatives such as the Majors Fair, Choosing a Major Workshop, Undecided Workshop during Orientation, Accepted Student Weekend and assist with the planning for the Region 3 NACADA Conference 2018.
- Facilitate and conduct Quick Question Drop In (QQDI) hours, Mobile Academic Advising (MAA) and Advising Triage.
- Facilitate social media and web-based communication on relevant advising-related topics.

REPORTS TO: Peer Advisor Coordinator and AAPC Office Manager