

Peer Advisor Job Description-2018

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.

Two 11-month appointments available (June 11, 2018 through May 10, 2019); Two nine-month appointments available (August 6, 2018 through May 10, 2019); Mandatory Training Sessions start the week of June 11, 2018 (11-month position only) and August 6, 2018 (Nine and 11-month positions).

Application & Recommendation Deadline: Friday, January 26, 2018 by 5:00 p.m.

Interview Timeframe: Monday, February 5 and Friday, February 16

Position Notification: Monday, February 19

Two recommendations are required. One must be from a faculty member, and one must be from a former employer, volunteer coordinator, or an individual who has had significant interaction with the applicant. Recommendations from a fellow student are not permitted. The link for the recommendation form can be found under the application link on the Peer Advising webpage:

<http://advising.cofc.edu/about-the-center/peer-advising.php>.

Selected applicants will be invited to 30-minute individual interviews with the selection committee by Wednesday, January 31.

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, and Advising Triage.
- Facilitate social media and web-based communication on relevant advising-related topics.

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KEY QUALIFICATIONS AND CAPABILITIES

- Maintain a minimum of a 2.75/4.0 GPA and have a clear judicial record upon and throughout employment.
- Must be a currently enrolled CofC undergraduate and have completed two semesters with a minimum of 28 hours earned at the College of Charleston by the time of employment.
- Desire to help other students transition to college and make informed decisions.
- Excellent interpersonal communication and collaboration skills.
- Capacity for discretion, diplomacy and confidentiality.
- Serve as a positive role model by demonstrating ethical behavior and good judgement.
- Ability to work with diverse populations of students, staff, faculty, and establish rapport.
- Strong knowledge of the College of Charleston including academic support resources, online systems, and registration procedures.
- Able to work in a team and be flexible.
- Social media/technology savvy.
- Capacity for public speaking.

TERMS AND BENEFITS

- Period of Employment: Two 11-month appointments available (June 11, 2018 through May 10, 2019); Two nine-month appointments available (August 6, 2018-May 10, 2019); Mandatory Training Sessions during the week of June 11 (11-month position only) and August 6 (Nine and 11-month positions).
- Hours per week: Summer Months: Up to 19 hours/week. Academic Year: Up to 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 complete *TEDU 205, Exploring Leadership: Building Peer Facilitation Skills* during Express course sessions.
- 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.

REPORTS TO: Peer Advisor Coordinator and AAPC Office Manager