

Peer Advisor Job Description-2022

Academic Advising and Planning Center (AAPC)

College of Charleston

Peer Advisors serve as informed and knowledgeable academic resources 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 eleven-month appointments available (June 13, 2022 through May 5, 2023).

Two nine-month appointments available (August 8, 2022 through May 5, 2023).

Application & Recommendation Deadline: Sunday February 6, 2022.

Interview Timeframe: Tuesday, February 8 and Friday, February 18

Position Notification: Wednesday, February 23

Mandatory general peer leadership training: TEDU 205 as an Express II course starting February 28th

Mandatory advising office training: June or August, 2022

Position availability and dates are subject to change based on updates to the academic calendar and departmental timelines due to COVID-19. Watch the advising.cofc.edu website for the most current information.

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 fellow students are not permitted. Recommender is asked to email candidate recommendations directly to Dr. Silvia Youssef Hanna at hannas@cofc.edu.

Selected applicants will be invited to 30-minute virtual individual interviews via Zoom with the selection committee the week of Monday, February 7, 2022.

DUTIES AND RESPONSIBILITIES (Subject to change depending on COVID precautions in place, which may require virtual duties/responsibilities.)

During Orientation:

- Support new students by welcoming them to the College of Charleston during new student orientation.
- Act as an academic resource for incoming students responding to questions as they emerge (i.e., Advise Me texting service).
- Assist students in the academic advising and registration components of all summer orientation sessions for first year, transfer, and unique student populations.

During the Academic Year:

- Serve as an Office Assistant in the AAPC during the academic year scheduling appointments, when the office returns to offering in-person advising appointments, referring students or office guests to the appropriate campus resources, responding to questions or concerns of students or office guests, and assisting with the preparation of materials for advising related activities.
- Assist with AAPC departmental and college-wide programming initiatives such as the Majors & Minors Fair, Choosing a Major Workshop, Undecided Workshop during Orientation, and Accepted Student Weekend.

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- Facilitate and conduct Quick Question Drop In (QQDI) hours, Advise Me texting service, Live Chat feature, and Advising Triage, which occurs during drop/add period each semester.
- Facilitate social media and web-based communication on relevant advising-related topics.

KEY QUALIFICATIONS AND CAPABILITIES

- Maintain a minimum of a 2.75/4.0 GPA each semester of employment 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, collaboration, and problem solving 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 be flexible, which requires exceptional time management skills.
- Social media/technology savvy.
- Capacity for public speaking.

TERMS AND BENEFITS (Subject to change depending on COVID precautions in place)

- Period of Employment: Two eleven-month appointments available (proposed dates: June 13, 2022 through May 5, 2023) and Two nine-month appointments available (proposed dates: August 8, 2022 through May 5, 2023); Mandatory Training Sessions during one week in June (Eleven-month positions) and one week in August (Nine-month positions).
- Hours per week: Academic Year: A minimum of 5 hours per week and up to 10 hours per week based on the AAPC needs in accordance with peak advising times throughout the year.
- Compensation: \$10.00/hour paid in bi-monthly paychecks.
- Turn in timesheet and log every two weeks. Your last paycheck will be issued in the pay period following your last day of employment.
- Housing is unavailable during training period or summer employment.
- Successfully complete *TEDU 205, Exploring Leadership: Building Peer Facilitation Skills* during Express course sessions (if not already completed), preferably prior to employment. Express II begins Monday, February 28, 2022.
- 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 Assistant Director for Peer Advising and Associate Director for the AAPC. Payment as well as rehiring for subsequent years is dependent upon satisfactory performance.

REPORTS TO: Assistant Director for Peer Advising and Associate Director for the AAPC