

Peer Advisor Job Description-2020

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 11-month appointments available (June 15, 2020 through May 7, 2021); Two nine-month appointments available (August 17, 2020 through May 7, 2021).

Application & Recommendation Deadline: Friday, January 27, 2020 by 5:00 p.m.

Interview Timeframe: Wednesday, February 5 and Friday, February 14

Position Notification: Wednesday, February 19

Mandatory Training - tentative schedule: April 30 and May 1

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. 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 Friday, January 31, 2020.

DUTIES AND 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, 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.
- Facilitate and conduct Quick Question Drop In (QQDI) hours, Advise Me texting service, and Advising Triage, which occurs during drop/add period each semester.
- 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 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

- Period of Employment: Two 11-month appointments available (June 15, 2020 through May 7, 2021); Two nine-month appointments available (August 17, 2020-May 7, 2021); Mandatory Training Sessions during the week of June 15 (11-month position only) and August 17 (Nine and 11-month positions).
- Hours per week: Summer Months: Up to 19 hours per week when orientation is occurring. Academic Year: A minimum of 8 hours per week and up to 10 hours per week based on the AAPC needs, including a minimum of six hours per week in the AAPC during business hours, 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 Thursday, Feb. 28, 2019.
- 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 AAPC Office Manager. Payment as well as rehiring for subsequent years is dependent upon satisfactory performance.

REPORTS TO: Assistant Director for Peer Advising and AAPC Office Manager