BSoE PEER ADVISOR

Job Classification: Assistant IV
Pay Rate: $12.00
Weekly Schedule: to be arranged

Job Qualifications and Description

Skills Knowledge and Abilities Required:
- Macintosh
- Windows
- Word Processing

- Comprehensive knowledge of BSoE academic coursework, programs and procedures sufficient to be able to provide front-line support services and specific information to students, answer BSoE major-related questions, make referrals, and participate alongside BSoE staff and other peer advisors in major-related activities (e.g. - new student orientations, major declaration workshops, meetings, discussions, events and other duties as assigned).

- Knowledge of campus policies and procedures sufficient to make referrals to a wide variety of campus services and resources.

- Ability to address a wide-range of student questions and concerns with objectivity (neutral viewpoint).

- Demonstrate excellent judgment and discretion, particularly with sensitive and confidential matters.

- Ability to interpret policies and procedures from both verbal and written sources.

- Ability to communicate effectively and respectfully with diverse groups and individuals at various levels within the campus and BSoE academic community.

- Detail-oriented with ability to complete accurate reports and tasks as assigned by supervisor; good writing skills. (to produce clear and concise log sheets and other written assignments)

- Ability to work independently as well as to work effectively as a team member, and network with other peer advisors.

- Demonstrate leadership ability; dependable and friendly with a willingness to assist others.

- Good academic standing; currently enrolled as BSoE major.
Skills Knowledge and Abilities Preferred: Basic knowledge of BSoE programs with prior or related mentoring/advising experience is preferred.

Familiarity with campus departments and navigating through campus resources.

Statement of Duties:

- **80% Advising Services:**
  Provide a minimum of two to three hours per week of drop-in advising within the BSoE Undergraduate Student Affairs Office.

  Provide specific details to students about BSoE programs and procedures utilizing the General Catalog, various related handouts, including literature from other campus resources, and laptop computer access.

  Assist students with course information, scheduling concerns, and choosing a major; make appropriate referrals to campus services and resources.

  Check and respond to email inquiries daily from students and fellow peer advisors.

- **20% Administrative:**
  Keep records of drop-in advising sessions and submit them to the Peer Advisor Program Coordinator.

  Seek feedback from students and staff; and complete an end-of-the-quarter self-evaluation form.

  Participate in and attend all training and in-service meetings with other peer advisors; follow through on requests from the Coordinator in a timely manner; submit timesheets and forms by set deadlines.

  Participate in meetings with the Peer Advisor Program Coordinator and/or other Undergraduate Student Affairs staff as requested.

Additional Comments:

The BSoE Peer Advisor Program is an integral part of the BSoE Undergraduate Student Affairs Unit in guiding and empowering new students in their transition to the university and planning toward their studies. BSoE Peer Advisors are indispensable in providing front-line support services and information, answering major-related questions, and making referrals to campus services and resources. These peer advisors also network together to receive advice and encouragement from each other.