2017-2018 Peer Advisor Job Description and Application Instructions

The Academic Advising Resource Center in the College of Arts & Sciences is seeking applicants for the position of Peer Advisor (PA). PAs are a vital component of the academic advising experience; they help students navigate advising resources, serve as a resource in Woodbury Hall, facilitate workshops on topics such as developing a course registration strategy, and work closely with professional academic advisors during new student orientation.

Job Description

Responsibilities of this position include, but are not limited to:

- Staffing the Woodbury 109 Advising Resource Center
- Answering incoming telephone calls, online chats and in person inquiries from students, parents, and members of the campus community
- Acting as a paraprofessional during New Student Welcome, interacting with new students and family members during presentations and workshops as well as individually
- Utilizing MyCUInfo, the Advising Portal (mycuhub), the degree audit, and other technology sources to help students obtain information and problem solve
- Teaching students how to navigate advising services and the above advising resources, one-on-one and during group workshops
- Participating in informational panels and presentations on advising issues and services
- Serving on a student advisory board and recruitment board (participating in advisor interviews)
- Hosting residence hall and other workshops to help students explore majors, registration help, etc.
- Creating publications and advertisements to market events and announcements from the AAC
- Participating as a productive member of the AAC staff

Preferred skills and characteristics:

- Commitment to customer service
- Outgoing and enthusiastic
- Ability to teach peers how to utilize online advising-related resources
- Effective interpersonal and small-group communication skills
- Attention to detail and good written communication skills
- Ability to work as an effective and productive team member
- Positive attitude
- Ability to value and communicate/work with a variety of personality types
- Awareness of and sensitivity to issues of diversity and inclusion
- Confident presentation skills
- Ability to lead and follow directions
• Timeliness and punctuality

Minimum Qualifications:

• Must be a current undergraduate degree-seeking student at CU Boulder
• Must be in good academic and disciplinary standing with the university at the time of application. No student may hold a Peer Advisor position while on academic probation.
• Must be able to work during the fall and spring semesters between 8 and 15 hours each week during normal campus business hours
  o Occasional weekend or evening work will be required.

What you will learn:

• Interpersonal Skills
• Group Facilitation
• Communication Skills
• How to be a Team Player
• Lots of information about CU!

Compensation Information:

• Peer Advisors are paid an hourly wage on a bi-weekly basis
• Salary is $10.00 per hour
• Hourly rate will increase yearly so as to encourage long term employment
• Work-study is preferred, but not required

Application Process:

1. Download the 2017 Application Form.
2. Applications received by March 24th have review priority, but we will continue to accept applications until all positions are filled.
3. Completed applications should include an Application Form, responses to the Personal Statement questions, and provide your resume.
4. By signing the application, you certify that the information provided is accurate to the best of your knowledge and you give us permission to check your GPA and disciplinary standing. You also give us permission to contact your previous employers and references.
5. You may email your application to aacpeers@colorado.edu or you may turn in a hard copy to the Resource Center in Woodbury 109 anytime Monday--Friday from 8:00 am to 5:00 pm.

If you are chosen for an interview, you will be contacted by phone by a staff member to schedule an interview time.

If you are selected, and accept the terms of employment, you will sign a contract confirming your commitment to work and to the training and work schedule.

Employment Termination: Employment may be terminated if it is determined that a Peer Advisor is not maintaining ethics befitting a paraprofessional, not performing work
satisfactorily, not able to work productively with other advising staff members, or in any way jeopardizing the success of the advising program.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

If you have any questions, please contact:
Kathy Noonan or email aacpeers@colorado.edu
Coordinator of Academic Advising
303-492-7885
CU College of Arts & Sciences Peer Advisor Application 2017

Name: __________________________________________

Student ID: __________________________ Email (@colorado.edu): __________________________

College/School in which you are enrolled: ________________________________________________

Major(s)/Minor(s): _________________________________________________________________

As of this summer you will be:  FR  SO  JR  (Sorry, no seniors)

What is your expected date of graduation? __________________________

Have you been awarded work-study?  Yes  No

Circle 4 attributes that describe your personality.

- Encouraging
- Friendly
- Talkative
- Funny
- Laid Back
- Serious
- Motivational
- Life of the Party
- Reserved
- Quiet
- Creative
- Dependable
- Committed
- Communication
- Good Listener
- Curious
- Imaginative
- Team Player
- Flexible
- Adaptable
- Initiator
- Resourceful
- Motivated
- Cheerful
- Logical
- Independent
- Proactive
- Self-reliant
- Self-disciplined
- Positive
- Compassionate
- Organized
- Energetic
Please attach a resume and responses to the questions below separately.

1. In one to three paragraphs, explain why you want to be a peer advisor, which of your qualities would contribute to being effective in this role?

1. What is something from your working experience (job, volunteering) that you really enjoyed and made you grow as a person?

2. Please cite your experience working with groups and/or organizations. Include examples from High School and College and highlight any leadership positions you have held.

3. What are the top 3 things you wish you would have known during your first semester in college?

What are your top 5 strengths from the StrengthsQuest Assessment?  If you have not yet completed StrengthsQuest, please email strengthsquest@colorado.edu with your First and Last name, Student ID #. If you cannot access this information by the time you turn in your application, please email it to aacpeers@colorado.edu

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

5. ______________________________________________________________________

Please turn in application to Woodbury 109 by March 24th, 2017

Printed Name: ________________________________

Signature of applicant: ________________________________

Date: _________________