



Undergraduate Academic Affairs Peer Advisor

Objectives:

Peer Advisors will work in close cooperation with academic advising staff to provide a high level of service to students in the Center for Undergraduate Advising, Diversity and Student Success (CUADSS), and designated residential learning spaces. Peer Advisors will contribute to the intellectual and personal growth of students by offering their insights into academic issues and the first year experience. By honing and developing their personal and professional skills, Peer Advisors simultaneously foster student development while gaining valuable leadership experience. Peer advisors will serve students by providing one-on-one advising as well as group sessions in CUADSS, the residence halls, and other student populated locations.

Under the guidance of UAA Academic Advisors, Peer Advisors are responsible for:

- Instructing students on registration and general education requirements
- Enhancing student access to academic resources such as the Degree Audit Reporting System (DARS)
- Helping students gain a deep knowledge of the UW's academic support systems, registration processes and policies, and how to navigate academic departments
- Guiding students in accessing the many academic resources available at the UW and providing appropriate referrals
- Supporting students with course scheduling and suggesting alternatives when first choice courses are not available
- Preparing and facilitating academic support workshops focusing on the exploration of majors, registration, and pre-professional preparation
- Completing assigned administrative responsibilities: data entry, word processing, photocopying, filing, and creating marketing materials
- Learning, understanding, and interpreting Federal, State, and University rules and regulations
- Peer Advisors may be asked to develop a specific advising area, such as Pre-Health or Pre-Engineering, by working closely with professional UW advisors

Required Qualifications:

- 90 credits completed by the start of Autumn 2014
- Good academic standing with at least a 2.7 GPA
- Have attended at least three quarters at UW prior to start date
- Excellent communication and interpersonal skills
- Ability to work effectively with diverse populations of students, faculty, and staff
- Capacity for discretion, diplomacy, and confidentiality
- Resourceful, reliable, flexible
- Highly motivated and independent
- Genuine interest in working with and helping fellow students

Preferred Qualifications:

- Prior experience in similar or related activities (e.g., Orientation Leader, Resident Advisor, CUADSS Student Associate, Student Government/Club Executive Officer, work with young adults, or other Peer Advising Position)
- Experience facilitating workshops or giving group presentations

Hours and Compensation:

- \$10.00 - \$12.00/hr, DOE
- 10 – 19.5 hours per week, flexible with a student’s schedule

Period of Appointment:

- Academic Year 2013-14, possible extension through Summer 2014 for Orientation support

Supervision and Training:

- Ongoing training and supervision will be primarily provided by UAA Academic Advisor Julie Larsen with assistance from other UAA Academic Advisors and departmental Advisors
- Training and Staff Meetings: Students should be available for one week of training in late September and attend weekly staff meetings (TBD)

To Apply: Submit a resume and cover letter to Julie Larsen, UAA Advising, Box 352805, 141 Mary Gates Hall, Seattle, WA 98195-2805 or electronically through Husky Jobs. Work-Study eligible students are encouraged to apply.

Priority Deadline: May 8th, 2013