



Undergraduate Academic Affairs Peer Adviser

Objective:

Peer Advisers 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 other designated campus spaces. Peer Advisers will contribute to the intellectual and personal growth of students by offering their insights into academic issues and major exploration. By honing and developing their personal and professional skills, Peer Advisers 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 Advisers are responsible for:

- Helping students to navigate and gain awareness of the UW's registration processes and policies, general degree requirements, and the Areas of Knowledge
- Guiding students in accessing the many academic resources available at the UW such as DARS, MyPlan, and academic support services
- Providing appropriate referrals to departmental advisers and campus offices (such as Financial Aid, Registrars office, etc)
- Supporting students with course scheduling and suggesting meaningful 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
- Special Projects as assigned

Required Qualifications:

- Good academic standing with at least a 2.7 GPA
- Completion of three quarters at the 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:

- 90 credits completed by the start of Autumn 2015
- 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/hr
- An average of 8-10 hours per week, with a max of 19.5 hours per week, flexible with a student's schedule

Period of Appointment:

- Academic Year 2015-16, possible extension through Summer 2016 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 required information via Catalyst. <https://catalyst.uw.edu/webq/survey/larsenjc/262509>
Work-Study eligible students are encouraged to apply.

Information Sessions:

Tuesday, March 3rd at 12 noon in MGH 120

Wednesday, March 4th at 5 pm in MGH 141

Monday, March 9th at 2:30 pm in the Commuter Commons (HUB 141)

Thursday, March 12th at 5:30 pm in MGH 141

Priority Deadline: Monday, March 30th 2015 by 8 am.