



Undergraduate Academic Affairs Peer Adviser 2016-2017

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). 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 advisers will serve students by providing one-on-one, online, and group advising.

Under the guidance of UAA Academic Advisers, Peer Advisers will:

- Help students navigate and gain awareness of the UW's registration policies, general degree requirements, and the Areas of Knowledge
- Guide students in accessing the many academic resources available at the UW such as MyPlan, DARS, and academic support services
- Support students with course scheduling and suggest meaningful alternatives when first choice courses are not available
- Provide appropriate referrals to departmental advisers and campus offices (such as Financial Aid, Registrar's Office, Health and Wellness, etc.)
- Prepare and facilitate academic support workshops focusing on the exploration of majors, registration, and pre-professional preparation
- Learn, understand, and interpret Federal, State, and University rules and regulations
- Complete administrative responsibilities including the creation of marketing materials, presentations, and data entry
- 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, staff, and faculty
- Capacity for discretion, diplomacy, and confidentiality
- Highly motivated and independent
- Genuine interest in working with and helping fellow students

Preferred Qualifications

- 90 credits completed by the start of Autumn 2016
- 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
- Resourceful, reliable, flexible

Hours and Compensation

- \$13.00/hr
- Peer Advisers will each work an average of 6-10 hours per week. Schedules are flexible based on availability, but all Peers will have shifts between 9am-6pm M-F.

Period of Appointment

- Academic Year 2016-17, possible employment options for 2016 Orientation sessions

Supervision and Training

- Ongoing training and supervision will be primarily provided by Joslin Boroughs, Assistant Director of UAA Advising with assistance from other UAA Academic Advisers and departmental Advisers
- 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/kylaek/297606>
- Work-Study eligible students are encouraged to apply

PRIORITY DEADLINE: April 13th, 2016