ACADEMIC PEER ADVISORS 2020-2021

Position Description

What is an Academic Peer Advisor?
Our peer advisors (PAs) work with first-year faculty advisors to help incoming students integrate into the Puget Sound academic and co-curricular community. Through individualized advising appointments, registration assistance, and support from other campus resources, peer advisors help foster college-level skills for academic success.

Typical Duties and Activities:
- Provide academic advising to first-year students during their first year of college,
- Assist first-year faculty advisors as they support incoming students toward achieving academic success,
- Introduce incoming students to resources, such as the Center for Writing, Learning, and Teaching (CWLT), Counseling, Health and Wellness Services (CHWS),
- Maintain personal contact with advisees and keep timely and accurate records of this contact,
- Organize and present advising and registration workshops

Time Commitment:
Academic PAs work an average of 8 hours per week and are each responsible for about 45-50 first-year students. In a typical week, a PA takes part in the following activities:
- Attends a one hour mandatory staff meeting,
- Holds at least one hour of office duty in the Academic Advising office,
- Devotes time, as needed, to advising, following up with advisees and maintaining related notes,
- Documents outreach and contact with advisees,
- Communicates with first-year faculty advisors to coordinate support for any advisees in academic difficulty
- Other duties: Plan and host pre-registration workshops and advising nights with faculty advisors and other PAs,
- Help advise during registration, provide support during the Academic Fair
- Participates in other special office events (paid time), as needed.

Qualifications:
Peer advisors are expected to be responsible, mature, positive role models. They must show initiative, have the ability to work both independently and as a contributing member of a team, and have good interpersonal, motivational, and communication skills.

Preference will be given to candidates who:
- Have junior or senior standing at the beginning of fall term (although strong rising sophomore candidates may be considered),
- Present a record showing solid academic achievement (a GPA of 3.0 or higher, or a GPA on an upward trend),
- Have spent at least one year in full-time study at Puget Sound.

Restrictions:
- PAs may not accept joint appointments in the following positions: Residence Assistant, Resident Community Coordinator, Greek House Coordinator, Campus Visit Coordinator, Information Desk Manager, or Dining Conference Lead,
What current first-year student’s said about their peer advisor:

“He has been readily available to meet and help with any problems I had with registration or thinking about the future very well. He answered my questions about classes and helped me figure out the best way for me to structure my future years of classes.”

“My PA was awesome! Super easy to talk to and get in touch with, especially helpful and supportive when I had to make decisions about dropping classes and scheduling.”

“They are accessible and knowledgeable. She has been willing to advise me in person and over text daily during a confusing scheduling period. She has made this process much more manageable and has been significantly helpful.”

“My PA always kept in contact and was down to earth. It made me feel welcome and calmer with help from a confident & kind adviser.”

“My PA has consistently blown me away with his knowledge related to registration, class choice, major options, etc. Not only is he an excellent student, he does an amazing job at using this knowledge to make sure we have everything we need to be excellent.”

Estimated Compensation for Academic Peer Advisors:
$16.05 per hour.

Application/Selection Procedure:
1. Apply to be a peer advisor at Handshake (https://pugetsound.joinhandshake.com/; Formerly LoggerJobs).
2. Log in with your student ID (log in section is located mid way down page).
3. In the search box that opens type, "AA Peer Advisor" or look through the jobs listed in the "on-campus jobs" area.
4. Click on the "Apply" button in the top right panel.
5. Submit the following online: 1) Resume, 2) Cover letter addressing specific questions, and 3) Transcript.
6. Ask a Puget Sound Faculty member to submit an electronic reference form (https://forms.gle/puwyVcqKja54oJZB6) on your behalf; due Feb. 10.
8. DEADLINE to apply is 5 p.m., Monday, February 10.
9. Individual interviews (30 min. sessions) are scheduled for March 2-6. Candidates sign up for a timeslot during their group interview session.
10. Hiring decisions will be announced before spring break (Mar. 12-16).