Peer Advisor
Job Description

CBS Peer Advisor Job Summary
The primary duties of Peer Advisors are to assist students with basic advising questions, and serve as a resource to connect CBS students with the CBS Student Services office and general campus resources. CBS Peer Advisors will assist students throughout their first year and beyond by supporting Orientation in the summer, and working in the CBS Student Services office answering common student questions related to registration, course planning, campus advising and registration tools, as well as preparation for appointments with professional advisors.

Work Schedule, Time commitment & Pay
Typical hours for this position will range from 8-25 hours during the summer (15-25 hours during the peak orientation season) and 8-12 during fall and spring semesters. Peer Advisors are expected to work over winter, spring, and summer breaks. Exact hours will be determined based on all Peer Advisors' availability. Peer Advisors will be compensated at a rate of $9/hour.

In addition to the Peer Advisor's regular responsibilities, CBS Peer Advisors will assist CBS staff in facilitating the orientation program (June-August, 2016) and assist incoming CBS students with class registration. Peer Advisors must be available for the following dates:

Orientation Training
Thursday, May 26th 8am – 1:00pm

Orientation Dates
June 7-10
June 13-16
June 21-24
June 27-28
June 30-July 1
July 6-7
July 12-15
July 18-19
August 23-25

Duties and Responsibilities
The Peer Advisor (PA) plays a crucial role in CBS Student Services by performing a wide variety of tasks that support the office’s mission. These responsibilities include:

Reception
Provide exceptional customer service while acting as the first point of contact for CBS Student Services for students, faculty, and other community members. Schedule appointments for professional staff and maintain a friendly, clean environment.
Peer Advising
Guide students with straightforward advising questions related to declaring 2nd majors/minors, filling out petition forms, add/drop deadlines, and/or the registration system. Provide proper referrals to campus resources.

Administrative
- Clerical
  Make copies, file, send/sort mail and email, assist with large mailings, order office supplies, assist with electronic calendars for the offices, and scan student records into ImageNow.

- Projects
  Assist professional staff with projects related to advising curriculum, data entry, design, or other tasks related to the goals of the office.

Training
All Peer Advisors will be required to attend one ½ day of training before the beginning of each semester. Additionally, they will attend bi-weekly trainings throughout the academic year. These trainings will include information updates and skill development, as well as activities that will build toward learning outcomes.

Learning Outcomes
While Peer Advisors contribute to the mission of CBS Student Services, they also benefit as the department views student employment as an opportunity for students to grow personally and professionally.

In line with the Office of Student Affairs' Student Development Outcomes, Peer Advisors will exhibit growth in the following areas:
- Responsibility and Accountability
- Independence and Interdependence
- Goal Orientation
- Self-Awareness
- Resilience
- Appreciation of Differences
- Tolerance of Ambiguity

These outcomes will be evident in the quality of service and support provided to CBS Students and student services staff.

Minimum qualifications
- Current College of Biological Sciences Student
- Undergraduate in good academic standing
- No campus disciplinary record
Preferred qualifications

- Can multi-task and has strong organizational skills
- Ability to work with confidential information
- Has a proactive customer service philosophy and is friendly and approachable. Previous reception experience is a plus.
- Has knowledge of the College of Biological Sciences, including programs and process, resources, courses, etc.
- Ability to understand and communicate appropriate professional boundaries with peers
- Can multi-task and has strong organizational skills
- Demonstrates initiative and flexibility; can complete tasks with limited or ambiguous instructions
- Is a self-starter, thinks on their feet and pays attention to detail
- Enjoys working as part of a team, but is equally comfortable working independently
- Is punctual, reliable and consistent
- Possesses excellent written and verbal communication skills
- Is proficient in Microsoft Word, Excel, and other Office programs
- Is willing to learn new skills

To Apply
Please email your resume and cover letter to Aya Maruyama at ayam@umn.edu by 11:59p.m. on April 3rd, 2016. Starting date for this position will be in mid-May.