The College of Biological Sciences Student Services is looking for student leaders who are interested in making an impact on the future of CBS students, serving as a resource to incoming students, and assisting with their welcome and orientation to campus. Please see below for a detailed job description to learn more about the summer Peer Advisor role.

Students hired for this position will commit to a part-time, paid student leadership role (approximately 15-25 hours/week during scheduled Orientation dates – see page 2) from June - August, 2016, assisting CBS staff in facilitating the summer orientation program, and assisting incoming CBS students with class registration.

**CBS Summer Peer Advisor Job Summary**
CBS summer Peer Advisors [PAs] will support incoming first year and transfer students by assisting with the CBS summer orientation program from June – August, 2016. The primary duties of CBS summer peer advisors are to assist incoming students with basic advising questions, class registration, and to serve as a resource connecting CBS students with the CBS Student Services office and general campus resources throughout summer orientation.

**Duties and Responsibilities**
- Assist in the implementation of incoming first year and transfer student summer orientation programs from June - August, 2016 (12 first year dates and 5 transfer dates, total)
- Assist CBS Student Services staff in presenting college-specific orientation information to students and families
- Assist incoming students with fall semester class registration
- Assist students with understanding APAS and academic progress
- Assist students in understanding degree requirements, liberal education requirements and prerequisites
- Assist students in understanding the requirements, procedures, and resources of CBS
- Assist with clerical/reception
- Represent the college to incoming students with professionalism

**Minimum Qualifications**
- Current College of Biological Sciences student
- Student must have successfully completed two semesters as a CBS student by start date (May 26)
- Good academic standing
- Ability to communicate effectively and professionally
- Excellent attention to detail
- No campus disciplinary record
- Ability to understand and communicate appropriate professional boundaries with peers
- Awareness of when to refer students to full time CBS Student Services staff
- Enrollment in a baccalaureate program for the duration of employment
Preferred Qualifications

• Computer literate: working knowledge and or/familiarity with Microsoft Windows, Microsoft Office, Google+, UMN advising tools
• Previous experience working in a customer service role
• Previous experience working with young adults
• Ability to work with confidential information

Job Requirements

• Availability to work part time during 2016 summer orientation
• Maintain good academic standing while employed
• Participate in initial and ongoing training programs and staff meetings as requested
• Become familiar with all services of the College of Biological Sciences
• Assist students individually or in groups
• Adhere to a predetermined work schedule not to exceed 25 hours per week
• Behave professionally and dress appropriately

Organizational Relationships

The summer Peer Advisors report to CBS Student Services staff and interact with staff from other units of the department and the College of Biological Sciences.

Work Schedule, Time Commitment & Pay

The work schedule will not exceed 25 hours per week during the weeks with scheduled Orientation dates (see below). Summer Peer Advisors will be compensated at a rate of $9/hour. PAs work part-time during orientation throughout most of the summer. Summer PAs 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

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.