



## CBS ORIENTATION PEER ADVISOR

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### CBS Peer Advisor Job Summary

The cornerstone of orientation peer advising is the ability to create a welcoming, inclusive and safe environment for individuals with varied backgrounds, perspectives, and identities so that all incoming students and families have a positive orientation experience.

#### Primary duties of Orientation Peer Advisors:

- **Talk about personal experiences** as a CBS and UMN student to both students and families. We encourage Orientation Peer Advisors to speak authentically and honestly about their experiences, while representing the CBS community.
- **Assist students in registering for classes.** Introduce students to registration tools such as Schedule Builder, MyU, and APAS and help them use these tools to register for classes. Orientation Peer Advisors are not expected to provide specific course recommendations to incoming students, but are encouraged to share their personal experiences in courses.
- **Refer students to campus resources.** Help students learn about the resources available to them in CBS and at the University of Minnesota at large as it relates to intellectual (academic), emotional, social, physical, spiritual, financial, vocational, and environmental (campus community) wellness.

Experience as a peer advisor will provide the opportunities to grow in following competencies health professional programs, graduate schools, and employers are looking for.

Service orientation	Cultural competence	Adaptability
Teamwork	Leadership	Critical thinking
Problem solving	Hospitality	Self-awareness
Emotional intelligence	Dependability	Interpersonal communication

According to the Association of American Medical Colleges and the National Association of Colleges and Employers

#### Compensation

- Orientation Peer Advisors will be compensated at a rate of \$10.00/hour.

#### Time commitment

- The number of Orientation Peer Advisors needed for orientation changes based on the number of students attending each orientation session. While not all Orientation Peer Advisors are scheduled for every orientation date, you must be available for most of the sessions. Typical hours for this position will range from 15-25 hours per week during the peak orientation season. Exact hours will be determined based on all Orientation Peer Advisors' availability.

- New High School Orientation
  - Day One | 1:45PM-3:45PM | speak on two panels
  - Day Two | 8:00AM-1:00PM | assist students in the registration room

June 4-5	June 17-18	June 27-28
June 6-7	June 18-19	July 8-9
June 10-11	June 20-21	July 9-10
June 12-13	June 24-25	July 10-11
June 13-14	June 25-26	Aug 21-22

- Transfer Orientation
  - Transfer Days | 12:15PM-4:15PM; exact time still being finalized | assist students in the registration room

July 17	Aug 16
July 18	Aug 28
July 22	

- Orientation Peer Advisor training is on May 23<sup>rd</sup>. Training is mandatory and paid.

#### Minimum qualifications

- Current undergraduate student in the College of Biological Sciences
- Not currently on academic probation or suspension

#### Preferred qualifications

- Ability to create a welcoming and positive environment
- Demonstrates patience and empathy when addressing student concerns and assisting with registration
- Enjoys working as part of a team, but is equally comfortable working independently
- Has knowledge of and ability to communicate effectively about CBS opportunities, resources, and experiences
- Ability to multitask
- Ability to maintain confidentiality of students' records
- Ability to understand and communicate appropriate professional boundaries with peers
- Demonstrates initiative and flexibility
- Ability to identify problems and implement solutions
- Punctual, reliable and consistent
- Willing to learn new skills

#### To Apply

- Please complete the application form [HERE](#) by April 8th.
- Interview offers will be made no later than April 15th.
- If you have any questions, please contact Claire Drevs at [drevs@umn.edu](mailto:drevs@umn.edu)

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