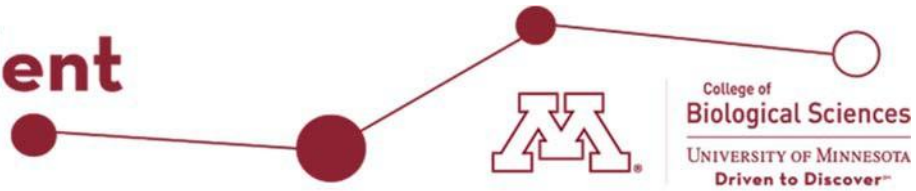


# CBS Student Services



## 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 while supporting the daily tasks of Academic Advisors, Career Coaches, and Student Engagement staff.

Starting pay: \$10.00/hour

Typical hours: 6-12 hours/week

Office Location: CBS Student Services, Molecular and Cellular Biology Building 3-104

### CBS Mission Statement

*We are active listeners and cultural navigators guiding students through the systems of campus and the greater metropolitan area. We are committed to being socially aware, racially just, and civically engaged advocates for ourselves and our students. Through connection and collaboration, we create opportunities for students to meet their personal, academic, and professional goals. We mentor and teach lifelong skills for our students to become critical thinkers and scientific leaders in their communities.*

### Work Schedule, Time Commitment & Pay

The CBS Student Services Office follows an 8:00am-4:30pm schedule Monday-Friday for the full calendar year. The office is open most days during winter, spring, and summer breaks, as well. Typical hours for the Peer Advisor position will range from 6-12 hours per week during the Fall and Spring semesters and 15-20 hours per week during the Summer including bi-weekly, paid Peer Advisor meetings to discuss relevant office information. Scheduling is flexible and exact hours will be determined based on all Peer Advisors' availability. Peer Advisors will be compensated at a rate of \$10.00/hour with the opportunity for later pay increases based on performance and experience.

### Duties and Responsibilities

The Peer Advisor (PA) works under the supervision of the Student Services Specialist and in collaboration with other PAs, Academic Advisors, Career Coaches, and Student Engagement staff to answer common student questions related to registration, course and career planning, campus advising and registration tools, and scheduling appointments. The PAs play a crucial role in CBS Student Services by performing a wide variety of tasks that support the office's mission. Responsibilities include:

- *Reception*
  - Provide inclusive and attentive customer service for students, faculty, and other community members.

- Schedule academic advising, career counseling, and learning abroad appointments for staff.
- Maintain a clean, accessible, and inclusive lobby space.
- *Peer Advising*
  - Guide students with straightforward advising questions related to declaring majors/minors, filling out petition forms, add/drop deadlines, and/or the registration system.
  - Share relevant personal experiences as a CBS student.
  - Provide proper referrals to campus resources.
  - Complete resume review training and support career team with resume review workshops.
- *Administrative*
  - Send/sort mail and email, assist with large mailings, assist with electronic calendars for the offices, and scan documents into student records.
- *Projects*
  - Assist staff with projects related to advising curriculum, class preparation, data entry, design, or other tasks related to the goals of the office.
  - Support CBS career event logistics by making nametags, managing event registration spreadsheets, and helping with event set up.

### Eligibility and Requirements

- Current College of Biological Sciences Student
- Not currently on academic probation or suspension
- Work study accepted, but not required

### Preferred Qualifications

- Ability to maintain confidentiality of student records
- 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
- Demonstrates initiative and flexibility; can complete tasks with limited direction or instruction
- Enjoys working as part of a team, but is equally comfortable working independently
- Possesses excellent written and verbal communication skills
- Is proficient in Microsoft Office and Google Drive word/spreadsheet processing systems

### To Apply

Please complete the application form [HERE](#) by April 8th. For any questions, Email Lamar Roberts at [robe0820@umn.edu](mailto:robe0820@umn.edu) Interview offers will be made no later than April 15<sup>th</sup>.

*The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*