

**UNIVERSITY OF KANSAS - UNIVERSITY ADVISING CENTER
SUMMER 2009 - PEER ADVISOR JOB DESCRIPTION**

ROLE OF THE PEER ADVISOR: Peer Advisors serve as members of the University Advising Center (UAC) staff and assist new students with their academic transition to KU. Most work responsibilities are scheduled Tuesday and Friday through June and July, plus two additional days in August. Therefore, it is possible to take summer session courses that do not conflict with the orientation schedule. Peer Advisors work approximately 10 to 15 hours per week. Additional hours may be available to Peer Advisors throughout the summer and academic year. **Undergraduate and graduate students are encouraged to apply.**

DUTIES AND EXPECTATIONS: Peer Advisors participate in the academic advising component of all summer orientation sessions for freshman, transfer and readmitted students; assist faculty, staff, students, parents and guests with the advising process; act as a resource for incoming students; assist with placement testing during new student orientation; assist with preparation of materials for advising and related office duties; and perform other duties as deemed necessary to the success of summer orientation.

CHARACTERISTICS: Peer Advisors should possess and demonstrate the following:

- Strong knowledge of own academic area and ability to learn and understand academic requirements
- Understand and support the goals and philosophies of the UAC
- Ability to encourage academic success and to motivate self and others
- Strong interpersonal communication skills
- Ability to establish rapport with peers, students, parents, faculty and staff
- Ability to serve as a role model demonstrating good judgment and ethical behavior
- Ability to set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and for personal and University property
- Ability to work in a team and to be flexible
- A sense of humor

QUALIFICATIONS:

1. **Undergraduates** must have a 2.5 or higher cumulative GPA **OR** be a graduating senior at the end of the spring 2009 semester. **Graduate students** must have a 3.0 or higher cumulative GPA.
2. Complete - by the end of the spring 2009 semester - a minimum of 24 credits at KU.
3. Available to work on days of orientation sessions (primarily Tuesdays and Fridays).

SALARY: \$8.50 per hour minimum

REPORTS TO: Assistant Director of the UAC

TIME COMMITMENT One Saturday in April – date TBA (9:30 a.m. – 2:30 p.m.) for mandatory training session; May 18-22 & 26-29 (8 a.m. – 5 p.m.) training sessions; part-time (10 to 15 hours per week) June 4 through July 31; selected times August 17-21 for Fall Orientation and Open Enrollment; selected times during 2009-2010 academic year for 2010 Spring Orientation and Open Enrollment, 2010 Pre-Orientation, 2010 Transfer Orientation and Enrollment.

APPLICATION PROCESS: To be considered for this position, candidates must (1) submit application online at <https://jobs.ku.edu> by 5 p.m., Friday, February 6, 2009, AND (2) submit a supplemental application to the University Advising Center, 126 Strong Hall, by 5 p.m., Friday, February 6, 2009. The supplemental application will ask candidates to submit (a) an activities summary; (b) two essay responses; (c) an academic release form. Supplemental applications are available online at www.advising.ku.edu/peeradvisor/ or in the University Advising Center, 126 Strong Hall.

CONTACT: If an applicant has additional questions, please contact:

Kelli Nichols, Academic Advisor
University Advising Center
126 Strong Hall
(785) 864-0186 kellin@ku.edu

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, age, sexual orientation, marital status and parental status.