



## Peer Advisor Job Description

The College of Humanities and Social Sciences Peer Advisors are outstanding students in the departments housed in the College. Each department will employ 1-3 Peer Advisors, depending on the number of declared majors in that department.

Peer Advisors:

- Must have successfully completed at least 30 semester hours
- Have a minimum GPA of 3.0
- Should have strong communication and interpersonal skills
- Must be exemplary students who attend class and model respectful class participation
- Have demonstrated responsibility in meeting deadlines and commitments is essential
- Will work 10-15 hours per week and receive compensation of \$10 per hour
- Must be enrolled in classes each semester they are employed
- Be approved by their department
- Each advisor will be crossed trained to advise 1 -3 additional majors

Responsibilities will include:

- Guiding undergraduate students, particularly those with fewer than 60 hours, with developing an educational plan
- Some CHSS majors will advise from freshman to senior year, so more intense training will be required.
- Advisors will be hired and trained to cross advise in 1-3 majors other than the main major you are focused upon.
- Explaining degree program, minor, and certificate requirements
- Helping students with registration and scheduling questions
- Assisting students with questions about University, College, and departmental academic policies, procedures, and rules
- Connecting students to available campus resources for financial aid, counseling, career services, etc.
- Clearing First-Year Advising holds
- Attending mandatory training sessions and weekly staff meetings
- Maintaining strict confidentiality of student information
- Administrative duties as assigned
- Exhibit professional behavior

Applications can be downloaded from the College of Humanities and Social Sciences website. Please bring completed application and required materials to Suite 223 Willingham Hall.