Position Overview and Application
Peer Academic Advisor in Residence

Overview: The Peer Academic Advisor in Residence (PAiR) program is offered through the Office of Academic Advising and the Department of Residence. PAiRs work in both Academic Advising and the assigned residence hall where they live. The overall vision of the program is to assist undergraduate students in developing academic and personal skills that will enhance their academic success.

Training: PAiRs are trained to cover topics such as orientation and transition to UNI, how to be a successful student, liberal arts core options, scheduling and registration procedures and tools, major / minor and career exploration, and university tools and resources.

In the Office of Academic Advising: PAiRs assist with student walk-ins and appointments, New Student Orientations (during the academic year), Academic Advising programming, developing advising-related resources, and normal office duties.

In the residence hall: PAiRs collaborate with residence hall staff to provide academic programming and reach out to students in transition and academic exploration. Additionally, they inform hall staff of important academic issues and deadlines, and promote on-campus resources.

Qualifications and Skills:
- 3.0 UNI GPA
- Must live on campus in assigned residence hall
- Will have at least 1 semester completed at UNI before position begins
- A commitment to academic success
- Motivational
- Strong interpersonal skills
- Organizational skills
- Creative / Imaginative
- Initiative
- Strong oral and written communication skills
- A passion for working with students

*The Office of Academic Advising and the Department of Residence hold student employees to high academic and professional behavioral expectations. Student Employees are asked to be a positive role model for other students.*

For more information: contact Heather Asmus at 319-273-3406 or heather.asmus@uni.edu
Or contact a current PAiR:
Natalie Peterson and Haley Bell: BenderPAIR@uni.edu
JD Waybill: CampbellPAIR@uni.edu  Ally Standefer: NoehrenPAIR@uni.edu
Claire Bouchard and Yakira Sanders: DancerPAIR@uni.edu
Christine Haag: ShullPAIR@uni.edu  Morgan Westvold: RiderPAIR@uni.edu

Return the attached application to
Office of Academic Advising, 102 Gilchrist, 0389
Application due: Thursday, February 16, 2017
The overall vision of the program is to assist undergraduate students in developing academic and personal skills to enhance their academic success. The goal is to increase students' awareness of available resources, encourage engagement and independence in their academic life, and experience success at the university.

**Ongoing Responsibilities in the Office of Academic Advising:**
- Assist students with questions about liberal arts core, scheduling and MyUniverse resources, office resources and prepare students to meet with a professional advisor
- Assist with group advisement meetings and orientations (August through April)
- Provide initial assistance to students who "walk-in" for advising assistance
- Meet one-on-one with Deciding majors and students exploring majors using major/career search resources, and information about majors, minors and certificates
- Develop and complete special projects in the office
- Handle normal office duties (answer questions, answer phone calls, make appointments, make appropriate referrals, manage the check-in database, assist with mailings, make deliveries, and other duties as assigned)
- Manage traffic flow in the office during peak periods (beginning of semesters and pre-registration)
- Meet with supervisors regularly

**Ongoing Responsibilities in the Residence Halls:**
- Live in assigned residence hall
- Conduct individual appointments with Deciding majors and students exploring majors using major/career search resources, and information about majors, minors and certificates
- Develop relationships with students and provide a presence in their hall to facilitate student engagement and encourage an environment of academic success
- Reach out to students on an individual and group basis
- Collaborate with other PAiRs, hall staff, and academic advisors
- Coordinate and implement fun and interactive programming in the areas of academic skills and attitudes, campus resources, and major and career exploration resources to promote success
- Work with LLCs (Living Learning Communities, All Freshman, Transfer houses) to provide targeted programming
- Attend hall staff meetings and hall senate meetings
- Meet regularly with residence life coordinator

**Time Commitment and Compensation for New Staff:**
- 5 hours per week in Academic Advising and 8 hours per week in the assigned residence hall (beginning the week before classes begin) at a rate of $8.00 per hour
- Preference will be given to applicants who demonstrate a healthy balance of academics, work, and other organizations, to allow for maximum time and energy to dedicate to this position.

**PAiR Staff Meetings**
Weekly staff meetings are held on **Monday/ Wednesday's from 4:00-5:00 p.m.** Please keep this time available. Discuss any conflict with Heather Asmus as soon as possible at 319-273-3406, or heather.asmus@uni.edu

**Can I apply to be a PAiR and an RA? YES!** While you cannot be both a PAiR and an RA, we encourage you, if interested, to apply for both positions. RA selection will be complete the week we interview for the PAiR position, and will not interfere with the RA selection process. If selected to be an RA, you can withdraw from PAiR consideration.
Application -- Peer Academic Advisor in Residence (PAiR) 2017 – 2018

Full Name: 

Student #: 

Email: 

Current Address: 

Phone #: 

Fall 2017 Address: 

Phone #: 

Permanent Address: 

Phone #: 

PAiRs are expected to live in the hall where assigned. If you have questions about this, please contact heather.asmus@uni.edu. If hired, I am able to move to my assigned residence hall Yes ☐ No ☐ Depends ☐ 

Please Explain: 

Present Classification: FR ☐ SO ☐ JR ☐ SR ☐ Major(s): Minor(s): 

Total UNI Hours Earned: Cumulative GPA: Expected Graduation Date: 

REFERENCES: Provide two UNI personnel who are familiar with your work and would be willing to serve as references. If possible, please include at least one residence hall staff member (e.g., Resident Assistant or Residence Life Coordinator) who can speak to your qualifications. Having references from outside the residence hall community won’t negatively affect your candidacy. 

Name: Department: 

Name: Department: 

RESUME: Please include a current resume including leadership experience and student involvement experience with your application. For information on resume construction or assistance, contact Career Services by going to http://www.uni.edu/careerservices or calling 319-273-6857 to set up an appointment with a Career Peer. 

APPLICATION QUESTIONS: Please answer the following questions on a separate document and return as part of the application. Answers should be typed, correctly numbered, and should not exceed two typed pages. 

1. What unique experiences/skills do you bring to the PAiR position? What do you hope to gain from the PAiR position? 
2. What are 3 characteristics of a successful PAiR? How do you exhibit these qualities as a student and/or leader? 
3. Pick one of these topics (study skills, time management or goal setting) and describe a creative program or initiative you would do as a PAiR to share this information with students. 

INTERVIEW AVAILABILITY: Please sign up for an interview time when you submit your application at the Academic Advising Office (102 Gilchrist). 

Signing this document indicates that your statements are true (and your own), and that you want to be considered for a Peer Academic Advisor in Residence position. 

Date: Signature:__________________________________________________ 

Academic Advising requests this information for the purpose of departmental hiring. No persons outside the university are routinely provided this information. Release of any information is governed by the Board of Regents’ rules and applicable state/federal statutes. If you fail to provide this information, Academic Advising may elect not to act on your request. 

Return the completed application and resume to the Office of Academic Advising, 102 Gilchrist, 0389  

Applications due: Thursday, February 16, 2017