

Position Description: Peer Advisors are hired and trained by the Office of Academic Advising to provide campus-wide outreach and promotion of Academic Advising services, as well as build relationships with students served by Academic Advising. Peer Advisors assist students in exploring majors, navigating the registration system and tools, understanding LAC requirements, and discovering academic resources. In addition to helping current students, Peer Advisors also help advise and register students during Orientations at the beginning and end of each semester (summer Orientations are not included).

Peer Advisor Duties

- Create a welcoming environment by greeting and assisting all students who visit the Office of Academic Advising.
- Guide students through Career Cruising
- Engage students wanting to change majors in initial conversation to identify needs
- Support the office assessment plan by surveying students during registration
- Contacting students who have not registered for classes, or who need to make appointments with advisors.

Qualifications

- Willing to earn certification in Peer Education Development
- Relationship-building skills
- Commitment to diversity and inclusion
- Must be an enrolled UNI student in good academic and social standing with the university, and have completed 1 semester.
- Passionate about working with students

Pay and Hours

Pay rate: \$9 minimum

Hours per week: 5-10

Required Orientations: Friday, August 23, 2019

Required Training Dates: August 19 & 20