

ABOUT THE ACADEMIC PEER ADVISOR POSITION

ACADEMIC PEER ADVISOR MISSION STATEMENT

University College Academic Peer Advisors assist students with developing academic plans and connecting them with campus resources through professional advice and personal experience.

POSITION TITLE: Academic Peer Advisor (APA)

DATES OF EMPLOYMENT

- August 15th, 2018 – May 10th, 2019
- May include University Breaks
- Optional summer availability (May 13th – August 14th, 2018)
- Work 14-16 hours a week (dependent on advisement office needs & time of year)
- Hours of Operation: Monday - Thursday 8:00a - 5:00p & Friday from 8:00a – 4:30p
- Must be able to attend mandatory weekly training from 8:00 - 9:00a on Thursdays.
- Academic Peer Advisors **MUST ATTEND** the entire three-day training session being held August 15th - 18th, 2018 from 8:00a to 4:00p. **NOTE: If you are unable to attend the entire training, you are not eligible to apply for this position.** We cannot make exceptions for **ANY** reason, so please do not apply unless you are available to attend the full training.

SALARY

- Starting Salary is \$8.50 per hour. Pay increases are possible after the first year.

INFORMATION SESSION

University College will also offer an Information Session for those that may have specific questions/concerns (this is not mandatory but interested students are highly encouraged to attend). The Information Session will be held on:

DATE	TIME	PLACE
Thursday, January 18 th , 2018	4:00 – 5:00p	Fell Hall 152

QUALIFICATIONS

- Must be a current Illinois State **undergraduate** student.
- Must commit a minimum of 1 year to Academic Peer Advisor position.
- Must have a minimum cumulative ISU (or transfer) GPA of 2.75 at time of application & employment start date.
- Must maintain confidentiality of student information.
- Must be professional, highly motivated, personable, and detail-oriented with excellent communication skills.
- Must demonstrate good judgment, maturity, flexibility, and a willingness to learn academic policies, resources, and programs.

JOB RESPONSIBILITIES

- Academic Peer Advisors
 - Advise first year students with academic planning and major exploration in partnership with a University College Professional Advisor.
 - Have a general knowledge of University programs, services, policies, and procedures, including all applicable academic deadlines.
 - Assist in the delivery of University College programs and services; may include public presentations.
 - Maintain accurate, detailed, and confidential records of all advising contacts.
 - Assist the office by answering phone calls, greeting/assisting students at Fell Hall 340 reception, scheduling appointments for professional and peer advising staff, and provide timely and accurate information and/or referrals to appropriate University offices/resources.
 - Prepare and manage student files.
 - Complete other office duties as assigned.
 - Adhere to all office policies and procedures.

ACADEMIC PEER ADVISOR APPLICATION

- **The application will open: Monday, January 8th, 2018**
- Apply to the Academic Peer Advisor position by visiting <https://www.jobs.ilstu.edu/> and search for the Academic Advisement Peer Advisor job posting.
- **The application deadline is: Friday, January 26th, 2018 (at 4:00pm)**
- If you have any questions or concerns, please feel free to contact Chris McCombs, Assistant Coordinator, University College Academic Advisement, at cjmccom@ilstu.edu