

# ABOUT THE ACADEMIC PEER ADVISOR POSITION

## ACADEMIC PEER ADVISOR MISSION STATEMENT

The University College Academic Peer Advisors assist students with developing educational plans by providing professional advice and personal experience.

**POSITION TITLE:** Academic Peer Advisor (APA)

## **DATES OF EMPLOYMENT**

- August 17<sup>th</sup>, 2017 – May 11<sup>th</sup>, 2018
- May include University Breaks
- Optional summer availability (May 15<sup>th</sup> – August 16<sup>th</sup>, 2017)
- 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 two day training session being held August 17<sup>th</sup> & 18<sup>th</sup>, 2017 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**

Interested applicants to the Academic Peer Advisor position should go through the [Prezi presentation](#) then follow the instructions on the “Application Requirements” page.

University College will also offer Information Sessions for those that may have specific questions/concerns (these are not mandatory but students are highly encouraged to attend). The dates of the Information Sessions are:

<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
Thursday, January 19 <sup>th</sup> , 2017	4:00 – 5:00p	DeGarmo Hall, Room 406
Wednesday, January 25 <sup>th</sup> , 2017	4:00 – 5:00p	DeGarmo Hall, Room 406

## 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 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 9<sup>th</sup>, 2017**
- 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 27<sup>th</sup>, 2016 (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](mailto:cjmccom@ilstu.edu)