

# Peer Advisor Job Description

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**ORGANIZATION:** Indiana University-Purdue University Indianapolis, School of Science, Department of Psychology

**DEPARTMENT:** Psychology

**JOB TITLE:** Peer Advisor

**REPORTS TO:** Director of Student Development, Cindy Williams and Career & Academic Advisor, Mikki Jeschke

## **JOB SUMMARY:**

The Peer Advisor is a student held paraprofessional position. The Peer Advisor reports to the Director of Student Development and the Career & Academic Advisor and performs duties in the Psychology Advising Office. The main purpose of this position is to advise a diverse body of psychology majors educating them about academic and course advising resources & tool, career development resources & tools and experiential learning opportunities in order to help build students' academic and career planning confidence, knowledge about their degree program and career options, and action plan to carry out their academic and career goals.

## **COMMITMENT:**

This position requires first semester peer advisors to register for 2-3 credits of B422-Professional Practice Seminar. The course meets once a week for 1 hour on Fridays from 1:00 p.m. – 2:00 p.m. It is a dynamic theory into practice course where students will gain knowledge and experience working with student development and advising theories.

In the students second semester, the Peer Advisor may choose to volunteer, use work-study, or receive additional academic course credit\*. Students will continue to meet on Fridays from 1:00 p.m. – 2:00 p.m. to continue training and professional development. Psychology Advising Office hours are dictated by the work-study agreement or the number of B422 credit hours for which the student is registered—1 credit = 3 hours/week, 2 credits = 6 hours/week, and 3 credits = 9 hours/week.

\*Students who choose to earn credit for B422 in their second semester as a Peer Advisor, and are Indiana residents, could be eligible for tuition remission for B422.

## **QUALIFICATIONS:**

- Psychology major at IUPUI with Junior or Senior class status
- Minimum GPA of 2.5
- Knowledge of IUPUI and the Department of Psychology
- Good Interpersonal Skills

## **KNOWLEDGE, SKILLS, ABILITIES, WORK ACTIVITIES, AND WORK VALUES:**

Knowledge: Department of Psychology, English Language, Student & Personal Service, Administration & Management

Skills: Active Listening, Social Perceptiveness, Reading Comprehension, Service Orientation, Critical Thinking, Instructing, Persuasion & Motivation, Persistence, Patience

Abilities: Oral & Written Comprehension, Oral & Written Expression, Complex Problem Solving, Inductive & Deductive Reasoning, Effective Time Management

Work Activities: Communicating with Supervisors & Peers, Establishing & Maintaining Relationships, Getting Information, Making Decisions & Solving Problems, Assisting Others

Work Values: Confidentiality, Relationships, Achievement, Support

## **JOB-SPECIFIC DUTIES PERFORMED**

#### Advise and teach students one-on-one

- Teach students to use academic advising tools
- Advise students on course planning and balancing loads
- Provide resources, guidance and feedback on resumes, cover letters and curriculum vitae
- Provide resources on interviewing and conduct mock interviews (both Informational and Job Interviews)
- Teach students why and how to “graduate with experience”
- Provide information on the graduate/professional school application process (GRE/entrance exam, developing personal statements, finding schools that fit, letters of recommendation, qualifications needed)
- Teach networking (face-to-face and online) techniques

#### Teach groups

- Prepare and conduct educational informational session or workshop for peers as assigned

#### Market Services

- Create educational bulletin board displays
- Maintain social media content (OnCourse, Facebook, blog, other)
- Create printed educational material/resources
- Create flyers, business cards, and other signage to promote services
- Make in-class marketing/informational presentations

#### Network

- Develop and maintain relationships with student organizations and other career related campus services
- Help build relationships with alumni and employers
- Engage with faculty on building community and alumni career connections
- Work as a team with other peer advisors

#### Administrative

- Receive and respond to e-mail messages and telephone calls in the Psychology Advising Office
- Track and document contact with students
- Write log entries for each shift
- Refer and scheduling appointments with staff/faculty advisors when appropriate
- Special projects as assigned

# Peer Advisor Application

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*Instructions:* Complete and submit this application along with your resume to Mikki Jeschke at [mjeschke@iupui.edu](mailto:mjeschke@iupui.edu) or drop off in LD 123 by **April 6<sup>th</sup>, 2012**. Interviews for qualified candidates will be scheduled in April and decisions will be made by April 27<sup>th</sup>.

Name:

University ID :

Home Phone:

Cell phone:

Email address:

Address:

City:

State:

Zip:

List Psychology courses you have completed to date:

Overall GPA:

Psychology GPA:

Number of credit hours completed at the end of this semester:

Number of credit hours anticipated for Fall 2011(include anticipated B422 credits)

Please provide the name of at least one member of the IUPUI Psychology Department as a reference.

Please write your responses to the following questions/statements.

1. Write a short description of your current career interests and goals.

2. Why are you interested in being a Peer Advisor?

3. Identify the special qualities you bring to the role of Peer Advisor?

4. List previous community activities, university activities, and work experience that have helped prepare you to become a Peer Advisor.