

**UNIVERSITY OF KANSAS - UNDERGRADUATE ADVISING CENTER  
PEER ADVISOR JOB DESCRIPTION**

**Role of the Peer Advisor:** Peer Advisors serve as members of the Undergraduate Advising Center (UAC) staff and assist students as they experience a variety of transitions including acclimation to academic life, major selection and overall academic success at KU. Work responsibilities include assisting in Orientation Sessions, weekly desk hours and advising hours in the UAC during the summer and academic year. PA responsibilities will be scheduled around academic schedules, however during the summer it is highly encourage to take online courses or no more than six credits. PAs work approximately 30 hours per week during the summer and approximately 10 hours per week during the academic year.

**Duties and Expectations:**

Summer:

- Participate in the academic advising component of all summer orientation sessions for freshman, transfer and readmitted students.
- Assist staff, students, parents and guests with the advising and enrollment processes.
- Act as a resource for incoming students.
- Assist with preparation of materials for advising and related office duties.
- Staff the front desk of the UAC while providing exceptional customer service by taking phone calls, answering the chat service, scheduling assistance and assisting all guests present in the office.
- Perform other duties as deemed necessary to the success of the office.

Academic Year:

- Assist undergraduate students with current semester issues and enrollment.
- Provide program support and outreach for the UAC.
- Serve as drop-in advisors in the UAC and satellite office/s on campus.
- Work closely with UAC professional staff for a true professional experience in academic advising.
- Staff the front desk of the UAC while providing exceptional customer service by taking phone calls, answering the chat, scheduling assistance and assisting all guests present in the office.
- Perform other duties as deemed necessary to the success of the office.

**Required Qualifications:**

- Must be a KU undergraduate student and have completed 30 credit hours by time of employment.
- Must have and maintain a 2.5 or higher cumulative GPA and be enrolled in at least 12 credit hours during academic year.
- Available to work during the summer and academic school year (Internships and Study Abroad can be exceptions during the academic year and can take summer vacations when orientation is over).

**Preferred Qualifications:**

- Strong knowledge of own academic area and ability to learn and understand academic requirements.
- Understanding and support of the goals and philosophies of the UAC.
- Ability to encourage academic success and to motivate self and others.
- Strong interpersonal communication skills.
- Ability to establish rapport with peers, students, parents, faculty and staff.
- Ability to serve as a role model demonstrating good judgment and ethical behavior.
- Ability to set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and for personal and University property.
- Ability to work in a team and to be flexible.
- Ability to multi-task while providing exceptional service.

**Salary:** \$9.00 per hour

**Reports To:** Assistant Director (Brad Whitsell) and Administrative Assistant (Lana Crowe)

**Time Commitment:** Mandatory training session first Saturday in May (9:00 a.m. – 4:00 p.m.), Mandatory training sessions the last two weeks of May (M-F 8am-5pm), Summer Orientation and front desk hours (Average 30-35 hours per week), Academic Year duties including orientation and open enrollment (Average 10 hours per week).

**Application Process:** There are two parts of the application: The HR online application and the supplemental application. Both parts must be submitted by 12:00 p.m. Monday, February 27, 2017 to be considered for interviews. You can view the supplemental application by [clicking here](https://advising.ku.edu/How-to-apply) (https://advising.ku.edu/How-to-apply)

**Contact:** If an applicant has additional questions, please contact:  
Brad Whitsell

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