ROLE OF THE PEER ADVISOR: Peer Advisors serve as members of the Undergraduate Advising Center (UAC) staff and assist new students with their academic transition to KU. Work responsibilities include assisting at summer and academic year Orientation Sessions and weekly hours in the UAC during the academic year. It may be possible to take summer session courses, however online courses are highly encouraged. Academic year responsibilities will be scheduled around Peer Advisors’ academic schedules. Peer Advisors work approximately 20 hours per week during orientations and approximately 8+ hours per week during the academic year.

DUTIES AND EXPECTATIONS: Peer Advisors participate in the academic advising component of all summer orientation sessions for freshman, transfer and readmitted students; assist faculty, 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; and perform other duties as deemed necessary to the success of summer orientation. During the academic year, Peer Advisors assist undergraduate students with current semester issues and provide program support and outreach for the Undergraduate Advising Center. Peer Advisors will serve as drop-by advisors in the UAC and work closely with UAC professional staff. In addition, Peer Advisors will staff the reception areas of the UAC and provide additional student assistant support which includes taking phone calls, appointment check-in, and data entry. Peer Advisors will work with students as they experience a variety of transitions including acclimation to academic life at KU, major selection and overall academic success.

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 scheduled orientation sessions and during the academic school year (Internships and Study Abroad can be exceptions during the academic year)

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: $8.50/hour with opportunity of merit increases

REPORTS TO: Academic Advisor, Graduate Student Advisor and Administrative Assistant

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 sessions (Average 20-25 hours per week), Academic Year duties including orientation and open enrollment (Average 8 hours per week).

CONTACT: If an applicant has additional questions, please contact:
Alex Johnson-Academic Advisor
Undergraduate Advising Center 126 Strong Hall
785-864-2834
alexandrajohnson@ku.edu

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, age, sexual orientation, marital status and parental status.