ROLE OF THE RESIDENTIAL PEER ADVISOR (RPA): The RPA serves as a staff member of both the Undergraduate Advising Center (UAC) and KU Student Housing. RPAs facilitate academic progress and promote an environment of intellectual inquiry through outreach initiatives, structured interventions, and by providing resources for students and staff. During the summer, the RPA works as a Peer Advisor (PA) performing summer orientation duties as explained below. During the academic year, this staff member serves in a live-in support role in a Student Housing facility. RPAs understand, support, and communicate the mission and goals of both the UAC and KU Student Housing.

DUTIES AND EXPECTATIONS: During the summer, the RPA participates 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 the RPA lives in an assigned Student Housing facility. RPAs will assist new students with their academic transition to KU by:

- Engage in academic success interventions and intentional one-on-one conversations with students consistent with departmental requirements and learning outcomes
- Maintain regular communication with supervisor and other department personnel
- Participate in regular staff meetings, meetings with supervisor, ongoing departmental communication and training, and annual performance evaluation processes
- Collaborate with and support other Student Housing, Student Affairs, and Undergraduate Studies units, including hall openings/closings and other initiatives
- Participate in University sponsored events as assigned (e.g. Convocation, Hawk Week, Common book activities, The Big Event, etc.)
- Be trained, knowledgeable and perform in Peer Advisor front desk and drop in appointment duties while working UAC office hours

REQUIRED QUALIFICATIONS:
- Must have and maintain 2.5 or higher cumulative GPA, have completed 30 or more credit hours by start of employment, and be in good standing with the University and Student Housing for the duration of their employment
- Take and receive at least 12 credit hours each academic term
- Available to work during scheduled orientation sessions and able to work in this position during the entire academic year

PREFERRED QUALIFICATIONS:
- Ability to encourage academic success and to motivate self and others
- Strong knowledge of own academic area and ability to learn and understand academic requirements
- Strong interpersonal communication skills; ability to establish rapport with peers, students, parents, faculty and staff
- Willingness to learn
- Ability to be available and willingness to be present
- 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
- At least one year of residential group living experience

SALARY: During summer (May-July): $8.50/hour. During academic year (August-May): Room provided when the assigned hall is open. Meal plan provided during training and when dining halls are open. In addition, $40.00 paid biweekly.

REPORTS TO: Assistant Director and Administrative Assistant in the UAC and the Complex Director in KU Student Housing (during the academic year)

TIME COMMITMENT:

Spring: Student Housing Staff Orientation on April 25 (9 a.m. – 4 p.m.), PA training session first Saturday in May (9:00 a.m. – 4:00 p.m.), PA training sessions the last two weeks of May (M-F 8 a.m. – 5 p.m.)

Summer: Summer Orientation sessions (Average 20-25 hours per week)
**Academic Year:** August staff training, August orientation sessions, hall opening and closing responsibilities, attend regular staff meetings, work six contact hours per week in assigned Student Housing facility and work six hours per week in the UAC office during the academic year.

**APPLICATION PROCESS:** To be considered for this position, candidates must (1) submit application online for a Peer Advisor position at [http://employment.ku.edu](http://employment.ku.edu) by 12 p.m., Thursday, February 12, 2015, AND (2) submit a supplemental application to the Undergraduate Advising Center, 126 Strong Hall, by 12 p.m., Thursday, February 12, 2015. The supplemental application will ask candidates to submit (a) candidate info; (b) five essay responses; (c) an academic release form; (d) one recommendation form. Please mark in the candidate info that you are interested in the RPA position. Supplemental applications are available online at [http://advising.ku.edu/The-Peer-Advisor-Program](http://advising.ku.edu/The-Peer-Advisor-Program).

**CONTACT:** If an applicant has additional questions, please contact:
Brad Whitsell-Assistant Director
Undergraduate Advising Center 126 Strong Hall
785-864-2834
bradw@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.