OVERVIEW

Job Title: Peer Adviser
Status: Part time; 5-10 hours per week
Start Date: August 14, 2015

GENERAL JOB DESCRIPTION

Peer advisers are the first point of contact for students (current and prospective) when they visit Engineering Student Services. They provide advice, support and motivation to students on a broad range of topics and issues including: student involvement, registration information, major options, research and leadership development opportunities, career services, housing, life in the College of Engineering, tutoring/study skills services, and referrals to campus resources. Peers serve as ambassadors for the College by meeting with prospective students and their families. Peers assist with a number of undergraduate events and programs, and develop and present workshops on a wide variety of topics.

QUALIFICATIONS

We will hire a committed and diverse team representative of all COE undergraduate majors. The required minimum qualifications for this position are:

- Current College of Engineering Undergraduate
- Cumulative UC GPA of 2.5 or higher
- Able to work both Fall 15 and Spring 16 semesters
- Excellent interpersonal and communication skills
- Ability to relate effectively with groups and individuals from diverse backgrounds
- Highly reliable; timely to shifts, meetings and with deadlines
- Maintain confidentiality, discretion and objectivity in all matters related to ESS
- Able to attend the mandatory (paid) Peer Adviser Training from August 19-21

STUDENT LEARNING OUTCOMES

With commitment and active participation, the following are some of the transferable skills students who participate in our Peer Adviser Program can expect to acquire and/or further develop:

- Leadership
- Project and Event Management
- Collaborative Team Work
- Enhanced conversational, public speaking and facilitation skills
- Problem Solving
- Creativity
- Mentoring and Teaching

ESSENTIAL DUTIES AND RESPONSIBILITIES
Peer Advisers are expected to:

• Work a minimum of 5 hours per week at the ESS Peer Advising Table in 230 Bechtel between the hours of 9am to 5pm, Monday-Friday.
• Through training provided, develop a strong working knowledge of, and be able to advise students on: college policy and procedure; course registration and schedule planning; undergraduate research, career and leadership opportunities available to COE students; and COE and campus resources important for student success.
• Attend mandatory Peer Training August 19, 20 and 21st and weekly meetings.
• Assist with yield activities and spring information sessions for prospective students and their parents.
• Develop and present at least one program or workshop for COE students each semester.
• Assist academic advisers in disseminating important information about programs, deadlines and special events.
• Answer email inquiries and maintain College’s Facebook account.
• Continually work to grow and improve the Peer Advising Program and services offered.
• Write end-of semester report.
• Complete other duties as assigned including assisting ESS front office staff with administrative tasks.

TO APPLY

Complete and submit all of the following to 230 Bechtel by March 25, 2015 at 4pm:

1. Peer Adviser Application
2. A resume. Please include relevant co-curricular activities (student group involvement, etc) as well as any paid employment.
3. A personal statement (limit one page) that addresses all the following:
   a. Why are you interested in becoming a peer adviser?
   b. What do you hope to gain from the experience?
   c. What qualities, strengths and experiences make you an ideal candidate for the position?
4. Answers to the following questions:
   a. What would you tell a prospective student and their parent(s) are the best things about being a student in the College of Engineering?
   b. What would you tell them are some of the challenges a first year student in COE might face, and what are some resources or advice you might give them that address these challenges.

Applications are due: Monday, March 30, 2015 by 4pm.

Questions? Stop by 230 Bechtel and visit with a current peer adviser or email ESSpeeradviser@coe.berkeley.edu
Engineering Student Services

PEER ADVISER 2015-2016 APPLICATION

Application due in person at 230 Bechtel Engineering Center Monday, March 30, 4pm.

NAME: _____________________________________________________________

SID#: _____________________________________________________________

E-mail: ____________________________________________________________

Phone Number: (_____ ) __________

Major(s): __________________________________________________________

Graduation Date: _________________________________________________

Ethnicity (optional) ______________________________________________

Attach the following to this application.

1. A resume. Please include relevant co-curricular activities as well as any paid employment.

2. A personal statement (limit one page) that addresses all the following.
   Why are you interested in becoming a peer adviser? What do you hope to gain from the experience? What qualities, strengths and experience make you an ideal candidate for the position?

3. Answers to the following questions.
   What would you tell a prospective student and their parent(s) are the best things about being a student in the College of Engineering? What would you tell them are some of the challenges a first year student in COE might face, and what are some resources or advice you might give them that address these challenges.

Applications are due in 230 Bechtel by: Wednesday, March 25, 2015 at 4pm.