Peer Advisor Job Description

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 Assistant Director of Undergraduate Student Services, Beth Goodman

JOB SUMMARY: The Peer Advisor is a student held paraprofessional position. The Peer Advisor reports to the Director of Student Development and the Assistant Director of Undergraduate Student Services and performs duties in the Psychology and Neuroscience Advising Office. The main purpose of this position is to advise a diverse body of psychology and neuroscience majors educating them about academic and course advising resources & tools, in order to help build students’ academic planning confidence, knowledge about their degree program 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 10:30-11:30 a.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 or receive additional academic course credit*. Students will continue to meet on Fridays from 10:30-11:30 a.m. to continue training and professional development. Psychology Advising Office hours are dictated 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 or Neuroscience major at IUPUI with Junior or Senior class status
- Minimum GPA of 2.5
- Knowledge of IUPUI and the Department of Psychology and/or Neuroscience program
- Good Interpersonal Skills

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

Knowledge: Department of Psychology, Neuroscience program, 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 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
  • Be a resource for referrals to a variety of campus services

Teach groups
  • Prepare and conduct educational informational sessions or workshops for peers as assigned

Market Services
  • Create educational bulletin board displays
  • Maintain social media content (Canvas, 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

Instructions: Complete and submit this application along with your resume to Cindy Williams cyclark@iupui.edu or drop off in LD 123 by the FIRST Friday in April. Interviews with staff advisors for qualified candidates will be scheduled in April and decisions will be made by 1st week of May. PLEASE TYPE YOUR RESPONSES.

Name:

University ID:

Home Phone or Cell phone:

Email address:

Full Address:

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

List Psychology/Neuroscience courses you have completed to date:

Overall GPA:

Major GPA:

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

How many credit hours of Psy B422 to you plan to register for if accepted: 

NOTE: 2 credits = 6 office hours, 3 credits = 9 office hours. There is also a class meeting on Fridays which will account for an additional hour of scheduled time.

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

Do you anticipate being able to make a one-year commitment to Peer Advising?

What do you anticipate your major time commitments will be in the fall semester? Please note the number of hours you anticipate in each area (if applicable). If needed, fill in the blank rows for other commitments not listed.

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<tr>
<th>Commitment</th>
<th>Hours Anticipated</th>
<th>Employer or Research Supervisor</th>
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<td>Internship</td>
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Please type 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 becoming a Peer Advisor?

3. Identify the special qualities you bring to the role of Peer Advisor (strengths, skills, knowledge, passion)?

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