

<b>Job Title:</b>	COS Peer Advisor	<b>Job Category:</b>	Student Worker
<b>Department/Group:</b>	College of Science	<b>Location:</b>	Dean's Office
<b>Position Type:</b>	Part-time	<b>Level/Salary Range:</b>	\$11.50/hr
<b>HR Contact:</b>	Heather Arbuckle, Head Advisor	<b>Date Posted:</b>	April 9, 2018

### Job Description

The College of Science (COS) is currently hiring Summer START Peer Advisors and Peer Advisors for the 2018-2019 academic year. Students should feel free to apply to either or both positions.

#### Summer START Peer Advisors

Summer START Peer Advisors lead College tours, participates in START presentations, works with department advisors to assist students with course registrations, and provides office support during the summer. Summer START Peers have the same duties and responsibilities as academic-year, with the exception of workshop facilitation. Summer START Peers' employment is from June 20 - September 17, 2018. Should applicants want to maintain their position, they should indicate so on this application.

#### Academic Year Peer Advisors

College of Science Peer Advisors bring a unique student perspective to the OSU student experience by engaging and interacting with fellow undergraduate students throughout their educational experience. Peer Advisors support COS academic advisors by helping students navigate College and on-campus resources including: university processes, finding internship and research opportunities, study abroad, career exploration and professional development, academic success, student involvement, prospective student recruitment, college events and programs, and faculty & donor relations.

### ROLE AND RESPONSIBILITIES

#### Peer Support

- Staff the COS Science Success Center and Dean's Office; greet students, field general registration and advising questions, and provide clerical support
- Guide students through various university policies and procedures including but not limited to: MyOSU/MyDegrees troubleshooting, registration, applying for scholarships, university forms, and college procedures
- Help students schedule and prepare for appointments with academic and career advisors
- Become knowledgeable in College of Science programs to make appropriate referrals
- Promote student success and community building by providing direct peer-to-peer academic counseling, and by creating, advertising, and hosting workshops
- Develop and maintain positive working relationships with university/college departments and administrators

#### College Relations

- Develop relationships with prospective students, families, alumni, and donors
- Lead individual and group College tours to prospective students, families, donors, and VIP guests
- Participate in START college presentations and registration assistance
- Represent and support COS at mid-sized and large campus and college events for prospective, new, and current COS students
- Maintain inventory of promotional materials, program guides, and other marketing materials

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must have completed at least three terms in College of Science (COS).
- Must have a cumulative OSU GPA of 2.5 in the last two consecutive terms.
- Must possess excellent communication skills, and comfortable presenting to audiences of all sizes.
- Must be proficient with Microsoft Office (Word, Excel, PowerPoint).
- Demonstrate ability to work effectively with others in a team environment.

### PREFERRED SKILLS

- A demonstrable commitment to promoting and enhancing diversity.
- Previous office or customer service experience, either in a business or academic environment.
- Knowledge of COS majors and academic regulations.
- Leadership experience and skills.
- Undergraduate research and/or internship experience.
- Experience studying abroad.
- Excellent attention to detail.

### EXPECTATIONS OF SERVICE

- **Academic Year Peers** must be current full-time undergraduate student in the College of Science (Post baccalaureate students not eligible)
- **Summer START Peers** do not have to be full-time students over the summer
- Must maintain a cumulative OSU GPA of 2.75 throughout the duration of the position.
- Must complete FERPA training immediately upon hiring.
- Must successfully complete training

### TIME COMMITMENT

- Must attend and participate in all training sessions and weekly team meetings.
- Must be able to serve duration of position
  - **Summer START Peers:** June 20-September 17, 2018
    - Minimum of 10-12 hours a week
  - **Academic Year Peers:** September 10, 2018 – June 14, 2019
    - Approximately 6-12 hours per week, throughout the academic year
    - Additional hours to help with university recruiting events such as Beaver Open House (Saturday event), Spring visits, Welcome Week, and other special events that occur during the academic year
    - Part-time summer hours and winter/spring break work hours are available

Last Updated By:

Heather Arbuckle/Gabrielle James

Date/Time:

Updated April 5, 2018