

The **Center for Student Success and Office of Academic Advising** seek undergraduate students with strong interpersonal skills and an interest in supporting fellow students for the 2020-2021 academic year.

Overview:

The Peer Advisor (PA) is a **paid position** that includes **customized training and on-going reflective leadership practice**, all within an **inclusive, supportive environment**. Peer Advisors serve as an extension of the professional advising staff. Peer Advisors provide holistic, strengths-based support to fellow students in the areas of advising, registration, and college-level academic skills. Peer Advisors will provide academic coaching services in the Center for Student Success and drop-in advising support in Wooster. Peer Advisors represent a variety of majors and backgrounds.

Qualifications:

- *Academics:* Must be a current SUNY New Paltz undergraduate student, have and maintain a cumulative GPA of 3.0, and must be in good standing – no judicial or academic dishonesty charges
- *Interpersonal Communication:* Relatable to students who are struggling, be able to effectively handle students' issues and concerns, have a respect for all people, diverse learners and learning styles, and have a deep respect for maintaining student confidentiality and personal boundaries
- *Reliability:* Professional, punctual, communicative and committed to helping fellow students succeed
- You may not be a Resident Assistant during the time you are employed as a Peer Advisor.

Primary Responsibilities:

- Discuss and explain the mission and goals of the Office of Academic Advising and the Center for Student Success
- Assist students with identifying their strengths, re-enforcing the importance of self-advocacy, and developing academic skills that they will be able to utilize in all of their courses (i.e., time management, goal setting, study strategies, etc.),
- Engage students in the course registration process:
 - Demonstrate how to utilize advising and registration tools on my.newpaltz.edu and the SUNY New Paltz website including My Schedule Planner, progress report, Add/Drop, and the schedule of classes
 - Assist students in preparing for their meetings with their advisor by creating a list of important questions to ask and putting together a list of possible courses
- Make informed referrals to available academic and university resources including the Career Resource Center, Psychological Counseling Center, and the Center for Student Success (i.e. subject-tutoring, writer's studio, etc.)
- Explain the purpose and goals of a liberal arts education and the General Education curriculum
- Participate in reflective practice activities during one-one-one and staff meetings with your supervisors
- Develop and implement programs/presentations in consultation with supervisors

Apply to be a Peer Advisor if you are interested in developing your potential and excited to guide your peers along their academic journey. To be considered for the position, you need to submit the following requirements:

- ✓ *Completed Peer Advisor Application (attached)- applications must be TYPED*
- ✓ *Unofficial academic transcript*
- ✓ *Co-curricular transcript (if you have one)*
- ✓ *You will be contacted on March 20 to inform you if you were chosen for an interview*

*****Applications are due to the Center for Student Success in Old Main B106 no later than March 13 at 12PM****

Peer Advisor Application Spring 2020

<u>Full Name:</u>	<u>Banner ID:</u>
<u>New Paltz Email:</u>	<u>Phone Number:</u>
<u>Major & Minor:</u>	<u>Overall GPA:</u>

References

Please list information for and provide the reference form to two faculty, staff, supervisors, mentors or coaches who can speak to your leadership potential.

<u>1) Reference Name:</u>	<u>Relationship:</u>	<u>Email:</u>
<u>2) Reference Name:</u>	<u>Relationship:</u>	<u>Email:</u>

Availability

How many hours could you dedicate to coaching in the Center for Student Success and/or hosting drop-in support in Wooster each week? (Check)

3-6 hours

6-10 hours

Please list your other commitments for the 2020-2021 year (extracurricular, study abroad, part-time jobs, etc.)

Written Responses: Fully answer each question in a few complete sentences. Please type in the provided area.

1. Why do you want to be a Peer Advisor?

2. How do you think this position is different from other leadership roles on campus?

3. Which of your qualities and/or experiences would be most helpful to you as a Peer Advisor?

Print and staple:

- your completed application (typed)
- unofficial transcript
- co-curricular transcript (if available)

Return application in person to:

Center for Student Success

Old Main B 106

845-257-3580

@npstudentsuccess

Hours of Operation

Monday - Thursday – 8:30AM - 6:00PM

Friday – 8:30AM - 5:00PM

If you have any questions, please contact:

Css@newpaltz.edu