Position Description: The responsibilities of the First-Year Experience Peer Advisor center around providing academic advising primarily for new students, implementing evening academic advising programs in the residence halls, and the daily running of the Academic Advising Centers to support students’ academic success and development.

The First-Year Experience (FYE) Peer Advisor is a “Casual/Restricted,” part time staff member appointment within Student Housing and Dining Services and serves as a resource person to both professional and student staff so as to meet the goals of the First-Year Experience and Residence Hall Advising Team (RHAT) programs.

Position Responsibilities

General Responsibilities

- Provides academic advising for undergraduate first-year and transfer students regarding course selection, understanding academic requirements, using online web-based registration, major and minor exploration, and other academic concerns while staffing the Academic Advising Centers and facilitating evening residence hall programs.
- Assists students by making appropriate referrals to College Dean’s offices and other campus departments, in a timely manner.
- Facilitates evening RHAT academic programs in the residence halls.
- Role models appreciation of differences while fostering an inclusive environment and actively supports the UC Davis Principles of Community.
- Assists in updating, revising, and creating RHAT and academic advising related materials, working collaboratively and effectively with the New Student Academic Services (NSAS) staff, the four Colleges’ Dean’s Offices and academic-major departments.
- Assists with assessing and evaluating RHAT programs, FYE programs, advising structures, and training.
- Serves as an academic role model for other staff and residents.
- Knows, enforces and follows University & Housing policies and State law.
- Establishes and maintains credibility within the residence halls and behaves in accordance with Student Housing and Dining Services values and expectations.

Administrative

- Participates in regular (weekly) Peer Advisor staff meetings and development activities.
- Participates in quarterly RHAT and FYE training activities and meetings.
- Assists in implementation of the daily business operations and services of the Academic Advising Centers & RHAT programs (answering phones, checking-in residents and tutors, creating bulletin boards, ensuring a clean and safe study environment).
- Collaborates and communicates on a consistent basis with the FYE Advising Coordinators and FYE Peer Coordinators regarding program implementation, administrative, and other assigned duties and responsibilities.
- Meets regularly with FYE Peer Coordinators and FYE Advising Coordinators to discuss advising center concerns, share information, and receive feedback.
- Establishes relationships with Residential Education Office (REO) Coordinators and other Student Housing and Dining Services staff to ensure best service to residents.
- Offers input to the Office of Student Development staffs regarding resident services and issues.
- Represents the RHAT Peer Advising program and Student Housing and Dining Services at various campus events (resource fairs, meetings, etc.).

Additional Responsibilities

- Assumes other projects and responsibilities as assigned by the NSAS or Office of Student Development staffs.

Minimum Qualifications

- Full-time preferred, (minimum 6 units/quarter) undergraduate student with preferred GPA of 2.8 cumulative and 2.5 quarterly with the university during the time of application and at the end of the Spring quarter preceding employment. Good academic standing must be maintained for the entire period of employment.
• Good discipline standing with the University, Student Housing and Student Judicial Affairs. Any future violations may result in withdrawal of offer and/or termination of employment.
• At the time of application, applicant must be eligible to work in the United States for the duration of the Terms of Employment.
• Preferred completion of 44.99 units (second-year status) by Fall 2018.
• Must exhibit strong communication skills, facilitation and presentation skills, and role modeling behaviors.
• The position requires the ability to lift up to 40 pounds, bend, stoop, climb stairs and apply proper body mechanics when working.
• With reasonable accommodation, applicants must be physically able to attend programs in the residence halls and the Academic Advising Centers in all three Housing areas.
• Continued employment throughout the school year is contingent upon satisfactory job assessments by supervisor and can be reviewed at any time should circumstances warrant.

Appointment Details

Time Commitment

• Attend and participate in the Peer Advisor training class: (Mondays and Wednesdays 8:00AM – 9:50AM in spring quarter 2018) Must complete all assignments, and expectations of the Peer Advisor Training Course, which includes passing the course.
• Appointment to cover the time period from September 1, 2018 to June 15, 2019 (dates are tentative and may change).
• Actively participate in Fall RHAT Peer Advisor Training, Fall FYE Peer Advisor Training and quarterly RHAT Peer Advisor Trainings.
• Provide reasonable and regular availability during the Academic Advising Centers’ operating hours (Mondays through Thursdays, 10:00AM – 9:00PM and Fridays, 10:00AM–4:00PM – times subject to change). Each FYE Peer Advisor has a primary assignment in one Academic Advising Center but is responsible for ensuring all shifts are covered in all three Academic Advising Centers.
• Provide availability to implement RHAT evening programs (Sundays through Thursdays, 6:30pm – 10:00pm) through the academic year, in all three residential areas.
• Due to conflicting schedules, FYE Peer Advisors are not approved to be Residential Education staff members (RA/SRA/CA)

Remuneration

• Expected Pay rate: $11.50/hour (Subject to change) Expected hours are averaged to be 12 - 15 hours per week, averaged over the course of 33 weeks. Hours may be increased during fall training and fall welcome week (before classes begin).

Policy

• UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html
• All Office of Student Development members have a “Duty to Report” all crimes and/or violations of policy that occur in and around all Student Housing and Dining Services managed/operated space. Confronts students who impose upon community standards and/or violate Student Housing and Dining Services and/or University policies, referring students to the Policy & Conduct Office in Student Housing and Dining Services as necessary.

This position is a critical position and subject to background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check. If you already have a successfully completed background check on file then you will not need to complete another.

Name (signature) ___________________________ Date ______________________

Name (please print) ___________________________________________