**Position Description:** The responsibilities of the Living-Learning Community (LLC) Peer Advisor position center around providing academic based advising, programming, support, community building and mentorship for new students living in the LLC assigned. Living Learning Communities with LLCPA support are the African American and African, Asian Pacific American Theme House, Casa Cuauhtémoc, Multi-Ethnic Program, Middle East/South Asian, and Rainbow communities.

The Living Learning Community Peer Advisor (LLCPA) 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. The LLC Peer Advisors are critical in supporting the holistic transition for underrepresented and underserved new students.

**Position Responsibilities**

**General**
- Provides academic advising for undergraduate first-year and transfer students in the Academic Advising Centers and individual residence hall communities.
- Provides 4-6 hours per week of evening availability (between 5-10pm) for office hours in assigned LLC Community
- Provides advising regarding course selection, understanding academic requirements, using online web-based registration, finding a major, and other academic concerns while staffing the Academic Advising Centers and the evening residence hall programs.
- Assists students by making appropriate referrals to College Dean’s offices and other campus departments in a timely manner.
- Plan, market, and implement academic support/transition programs each quarter that are related to the needs of the LLC residents.
- Presents and facilitates evening RHAT academic programs in the residence halls.
- Assists, publicizes and participates in LLC educational and social activities/events implemented by RA(s).
- Encourages students to become involved in the campus community; role models appreciation of differences while fostering an inclusive environment and actively supports the UC Davis Principles of Community.
- Assists residents with community building, developing social interactions and connecting with the larger campus 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 and supports academic and leadership opportunities for residents of the assigned LLC.
- 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.

**First-Year Aggie Connection**
- Act as First-Year Aggie Connection Peer Mentor for the connection(s) associated with LLC community.
- Plan and implement two campus engagement activities for connection throughout Fall Quarter to engage students in the UC Davis culture.
- As a mentor, form positive interpersonal relationships with mentees, initiate conversation about the transition to UC Davis and foster a sense of community while providing information, advice, resources and support.
- Work with facilitator to participate in connection meetings.

**Administrative**
• Manages and maintains privacy of confidential participant information in accordance with FERPA regulations.
• Participates in regular (weekly) Peer Advisor staff meetings and development activities, regular 1:1 meeting with FYE Advising coordinator, regular LLCPA staff meetings, and quarterly 1:1 meeting with Peer Coordinator. Participate in quarterly training activities and meetings.
• Maintains regular contact with community RA(s) to discuss resident concerns, trends, and programming ideas.
• 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 daily and consistent basis with the FYE Advising Coordinator and FYE Peer Coordinators regarding program implementation, administrative and other assigned duties and responsibilities.
• Meets with the FYE Advising Coordinators to discuss advising center concerns, share information, and receive feedback; establishes relationships with Residential Coordinators and other Student Housing staff.
• Under supervisory guidance, determine special assignments as they may support a personal development plan.
• 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
• 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.
• Must make a three-quarter commitment. Preferred completion of 44.99 units (second-year status) by Fall 2018.
• At the time of application, applicant must be eligible to work in the United States for the duration of the Terms of Employment.
• Must exhibit strong communication skills, facilitation and presentation skills, and role modeling behaviors.
• Must have advanced knowledge of the UC Davis General Catalog, Credit Summary Lookup, Class Search Tool, ASSIST.org and OASIS registration site.
• 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, Fall LLCPA 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) to fulfill peer adviser operations and responsibilities.
• Provide 4-6 hours of availability to hold evening office hours, academic programs, and FYAC engagement


activities in assigned community (Mondays – Thursdays, 5:00pm-10:00pm)
• Provide availability to implement RHAT evening programs (Sundays through Thursdays, 6:30pm – 10:00pm) all year, in all three residential areas.
• Due to conflicting schedules, LLC Peer Advisors are not approved to be Residential Education staff members (RA/SRA /CA).

Remuneration
• TBA ($11.75/hour plus differentials as applicable). 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
• The position is issued an access card to the residence halls. All safety and security measures and precautions must be taken while in possession of the card. Lost or misplaced access cards must be reported immediately to supervisors. Any misuse, abuse, or inappropriate usage of the card will lead to being released from the position.
• This position is issued a laptop which can be used in multiple locations. This laptop is to be used for work only. Absolutely no personal downloads or applications can be used on the laptops. The university laptop should only be kept on the person or in a secure space at all times. Lost or misplaced laptops must be reported immediately to supervisors. Any misuse, abuse, or inappropriate usage of the computers will lead to being released from the position.
• 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 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) __________________________________________