

Job Title: Peer Advisor

Division: Student Life

Department: Student Outreach and Support

Supervisor: Director of Student Outreach and Support

Primary Purpose: Peer Advisors support the transition in the first year of college and assist with personal, social, and academic development. Each first-year student is assigned to an upper-class student who is trained to serve as a source of information, point of first contact and conduit to program and services. Peer Advisors coach each student in the formation of a personal success plan and act as an advocate for student success.

Description of Duties and Tasks

Essential:

1. Serve as an accessible and approachable source of information for new students, assuming mentoring responsibility for an assigned group of first-year students.
2. Actively respond to the informational needs, academic and social needs, and adjustment challenges of assigned advisees. Refer to on-campus resources (Health and Wellness, Human Resources, Community Standards, Residence Life, etc.) as appropriate and necessary.
3. Work with First Year Seminar faculty to define in-classroom roles to support the academic program. This may include, but is not limited to:
 - a. Attend all class meetings as part of a team of advisors working collaboratively with faculty advisor- serving as an academic resource and role model.
 - b. Maintain class attendance record.
 - c. Presenting in-class (or potential out-of-class) workshops related to student success.
 - d. Promote time management, study, and organizational skills.
4. Maintain regular and timely contact with assigned advisees throughout the advisee's first year with an emphasis on personal concern. Initiate contact with new students prior to arrival on campus so as to demonstrate a "commitment to care".
5. Support the fall and spring Transitions program planning process and implementation.
6. **Attend all training sessions. This includes spring, summer, winter training, and in-service trainings during fall and spring semesters.**
7. **Be present during move-in day, and attend Transitions events, Golden Hours, and Amazing Experiences.**
8. Assist each advisee in the preparation of a personal success plan (PSP) for the first semester of enrollment and revisit progress on a regular and timely basis.

9. Model positive University community participation as a student leader on campus, participating in student leadership workshops and collaborating with other student leaders, faculty, and staff to continually develop a sense of belonging for all campus community members.
10. Meet with the Steering Committee & Director of SOS regularly throughout the year to monitor advisees' progress.

Marginal:

1. Have regular contact with advisees, not including Transitions meetings and class times.
2. Completion of weekly reports regarding student accolades and concerns of advisees.
3. Check the University e-mail and PA Kodiak classroom regularly for updates and information.

Qualification Standards

Peer Advisor candidates must have completed one semester of study at Western New England University, be in good standing with the University, and maintain a 2.5 cumulative and semester grade point average. Successful candidates will be reliable, committed to the success of first-year students and dedicated to holistic student development.