

(updated 2025)

Job Title: Peer Advisor

Division: Student Life

Department: Student Outreach and Support

Supervisor: Director of Student Outreach and Support

Primary Purpose: Peer Advisors support advisees in their first semester of college and assist with personal, social, and academic development. Each first-year student is assigned to an upper-class student trained to serve as a source of information, point of first contact and conduit to programs 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, Residence Life, etc.) as appropriate and necessary. Peer Advisors are expected to submit Guardian reports to SOS for advisees who are facing various challenges.
3. Work with First Year faculty to define in-classroom roles to support the academic program in alignment with new GBD curriculum: Golden Bear Discovery (GBD) curriculum [Golden Bear Discovery \(GBD\) curriculum](#). 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 their first semester emphasizing personal concern. Contact new students before arriving on campus to demonstrate a "commitment to care."
5. Support the fall orientation program planning process and implementation.
6. Attend all training sessions. This includes summer training which is typically weeklong prior to opening day and 3 to 4 in-service training sessions during the fall semester.
7. Be present during move-in day, and attend various events such as Golden Hours, Amazing Experiences and Freshman Focus.

8. Assist each advisee in preparing a personal success plan (PSP) for the first semester of enrollment.
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 fall semester to monitor advisees' progress.

Marginal:

1. Have regular contact with advisees outside of class time.
2. Completion of weekly reports regarding student accolades and concerns of advisees.
3. Check the University e-mail, PA TEAMS, and Groupme regularly for updates and information.

Qualification Standards:

The Peer Advisor role is open to undergraduate students only and is a fall-only position (except for the steering committee).

Applicants may also apply to be a Resident Advisor, but cannot accept both roles.

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 2.0 (or higher) cumulative grade point average. Successful candidates will be reliable, committed to the success of first-year students and dedicated to holistic student development.

Pay Structure:

Peer Advisors will be paid \$15 per hour/8 hours weekly, as follows:

4 hours: (In-class time) assisting faculty with attendance, presentations on topics like time management and study skills. Weekly check-ins with faculty to prepare for class.

4 hours: (out of class time) logging weekly reports, attending Freshman Focus and various first-year programming, meeting with advisees and answering questions

Peer Advisors also receive \$100 in Bear Bucks