Summer Orientation 2019
Peer Advisor Job Description

Application Deadline: Mon, Oct 1, 2018, by 5pm to BMU 220 (SLL Office)

KEY STEPS
1. **The Application**: Applications will be available in Student Life and Leadership, in BMU 220 and on Wildcat Sync. If you have questions, please call (530) 898-5714. **The application deadline is 5 pm on Monday, October 1st, 2018 to Student Life and Leadership in BMU 220.**
2. **Group Interviews**: Once you have completed the application (paper version of application must be turned into BMU 220), sign up for one of the group interview dates. You must sign up for a group interview date in person by October 2nd in BMU 220.
3. **Individual Interviews**: Upon completion of the group interviews, you will be contacted via letter. Approximately 60 applicants will be invited to sign up for individual interviews.

KEY DATES
- Must enroll in 3-unit Spring 2019 leadership training course UNIV 389, TR, 3:30-4:45pm
- Four Friday evening training workshops: tentatively 2/1, 3/1, 3/29, 4/26
- Beginning of the year Class Party: tentatively 1/21
- Tentative dates for paid final training & staff retreat (after finals) in May, will be announced during Group Interviews
- Peer advisors must be available to work for pay, end of May and most of June & July

RESPONSIBILITIES
Summer Orientation Peer Advisors introduce freshmen and transfer students to CSU, Chico. They help familiarize prospective students and their families with academic policies and requirements, class selection, the registration process, educational opportunities, student services and campus/community resources.

TRAINING
Prospective peer advisors must **enroll in a 3-unit training course in spring 2019 which meets Tuesdays and Thursdays from 3:30-4:45pm**. This course is designed to train future peer advisors to work with incoming students, as well as to sharpen communication, interpersonal, and leadership skills. Peer Advisors will also be required to participate in four mandatory training workshops. Students who pass the training course and meet competency will be paid to participate in an intensive final training session and mandatory staff retreat.

QUALIFICATIONS
Summer Orientation Peer Advisors work closely with students, parents, faculty, administrators, and others in a variety of academic and interpersonal capacities both indoors and outdoors on campus. Peer Advisors must be highly motivated, flexible, and detail-oriented with excellent communication skills. They must also demonstrate good judgment and professionalism as well as substantial knowledge of the campus community in order to represent the University fairly and accurately. Prior leadership experience is highly desirable. Preference will be given to current students with at least sophomore status. Candidates will be required to pass a fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION
Staff members will be paid $12.00/hr., which will total approximately $4700-$5000 for work between May July. T-shirts and lunches during sessions are provided. Meals and transportation are provided for the retreat. Some weekend and possible evening hours are required. It will not be possible to attend summer school. A weekend job is a possibility although not recommended.