2020 Summer Orientation Peer Advisor Job Description

Please keep this sheet for future reference.

KEY DATES:

- Must enroll in 3-unit Spring 2020 leadership training course: TR 3:30-4:45
- General Meetings: tentatively 12/4 and 12/5
- Beginning of the year Class Party: tentatively 1/20
- Four Friday evening training workshops: tentatively 2/7, 3/6, 4/3, 5/1
- Final Training and Staff Retreat: TBA (tentatively week following finals)
- Must be available to work all of June and July (Monday through Thursday)

RESPONSIBILITIES:

Summer Orientation peer advisors introduce freshman and transfer students to CSU, Chico. They help familiarize prospective students and their families with academic policies and requirements, class selection, the portal registration process, educational opportunities, student services, and campus and community resources.

TRAINING:

Prospective peer advisors must enroll in a 3-unit training course (UNIV 389) in Spring 2020, 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 (see tentative dates above). Students who pass the training course and meet competency will be participate in a paid intensive final training session and mandatory staff retreat (see tentative dates above).

QUALIFICATIONS:

Summer Orientation peer advisors work closely with students, parents, guests, 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 judgement 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 students with at least sophomore status. Candidates will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION:

Peer advisors will be paid $12.25/hour starting at Final Training, which will total approximately $3,000-$4,000 for work between May and July. T-shirts and lunches during sessions are provided. Meals and transportation are provided for the retreat. Some weekends and possible evening hours are required. It will not be possible to enroll in summer classes and taking online classes during the same period is highly discouraged. A weekend job is a possibility, although it is also not recommended.

APPLICATION DEADLINE:

Applications will be available at the Student Life and Leadership office in BMU 220 or online at www.csuchico.edu/orientation. If you have questions, please call (530) 898-5714. The application deadline is 5pm on Monday, October 7, 2019. Applications are due at Student Life and Leadership in BMU 220.

We desire to recruit an extraordinary Summer Orientation team – students who represent our diversity in ethnicity, experience, age, gender, background, and academic interests.