OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Peer Advisor
Department Name	Anthropology
Job Location	Denny Hall Room 247
Pay Rate	$9.19 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Diane Guerra
Phone Number	543-7772
Email Address	djguerra@uw.edu
Website	http://depts.washington.edu/anthweb/
Box Number	353100

Nature of Organization
Anthopology Undergraduate Advising Office. We have approximately 500 majors and the peer advisor will be assisting them in navigating through the university as they progress toward graduation.
Duties and Responsibilities
Responsibilities include a)develop an understanding of College and University requirements b)help students plan their academic program c)assist in maintaining student records and an accurate filing system d) answer phones and field inquiries regarding programs,and classes e)talk to perspective students and parents. Other duties as required.
Minimum Qualifications
Anthropology student having completed at least 2 quarters at the university. Have a genuine interest in working with and helping fellow students through the academic process. Computer experience is necessary. Student must be responsible and reliabe due to confidentiality of working with students and their academic records. Knowledge of Anthropology and the rules and regulations regarding the major and the University are desirable.
Educational Benefits
Student will receive on-going computer expereince. He or she will work with student records as well as other camous units. This will result in devloping knowledge of the university requirements and the increased exposure working in a collaborative environment.

How to Apply
Through work-study office.

Job Number: ANTH04 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: State