

## Gateway Advising Peer Adviser

### Objectives:

Peer advisers will work in close cooperation with academic advising staff to provide a high level of service to students in Undergraduate Advising at the Gateway Center, and Lander and McMahan Halls' Academic Resource Centers. Peer advisers will contribute to the intellectual and personal growth of students by offering their insights into academic issues and the first year experience. Peer advisers will also benefit from their own personal and leadership development. Peer advisers will serve students by providing one-on-one advising as well as group sessions in the residence halls and other student populated locations.

### Under the guidance of Academic Advisers in the Gateway Center, Peer Advisers are responsible for:

- Supporting students with course scheduling and suggesting alternatives when first choice courses are not available
- Instructing students on registration and general education requirements
- Developing a primary advising area by working with professional UW advisers (e.g., Pre-Health, Pre-Law), as well as Academic Learning Link areas (e.g., WordLink, SLink, ArtsLink, EnviroLink, BioLink, TechLink, SAMLINK, BusinessLink)
- Enhancing student access to academic resources such as the Degree Audit Reporting System (DARS)
- Helping students gain a deep knowledge of the UW's academic support systems, registration processes and policies, and how to navigate academic departments
- Guiding students in accessing the many academic resources available at the UW and providing appropriate referrals
- Preparing and facilitating academic support workshops focusing on the exploration of majors, registration, and pre-professional preparation
- Completing assigned administrative responsibilities: data entry, word processing, photocopying, filing, and creating marketing materials
- Learning, understanding, and interpreting Federal, State, and University rules and regulations

### Qualifications:

- Junior or Senior
- Excellent communication and interpersonal skills
- Ability to work effectively with diverse populations of students, faculty, and staff
- Capacity for discretion, diplomacy, and confidentiality
- Demonstrated record of leadership and maturity
- Resourceful, reliable, flexible
- Highly motivated and independent
- Prior experience in similar or related activities (such as Orientation Leader, Resident Adviser, Gateway Associate, Student Government/Club Executive Officer, or other Peer Advising Position)
- Genuine interest in working with and helping fellow students
- Good academic standing with at least a 2.7 GPA
- Have attended at least three quarters at UW prior to start date

**Hours and Compensation:**

- \$10.00 - \$12.00/hr, DOE  
Peer Advising Work: 10 – 19.5 hours per week

**Period of Appointment:**

- Academic Year 2010-11, possible extension through Summer 2011 for Orientation support

**Supervision and Training:**

- Ongoing training and supervision will be primarily provided by Clay Schwenn and Gateway Center Academic Advisers, departmental, and college advisers
- Training and Staff Meetings: Students should be available for one week of training in late September and attend weekly staff meetings (TBD).

**To Apply:** Complete the cover sheet, along with a resume and cover letter and submit to the Clay Schwenn, Gateway Center, 171 Mary Gates Hall.