UNIVERSITY OF MINNESOTA
COLLEGE OF LIBERAL ARTS
PEER ADVISER POSITION DESCRIPTION

Job Summary

The primary duties of Peer Advisers are: to assist students with advising decisions; to serve as a liaison between students and the university programs and services; and to assist in the provision of academic support services including the referrals to other academic units and/or sources of academic learning such as tutors, or career guidance professionals.

Duties and Responsibilities

• Assist in the implementation of student orientation/registration activities.
• Assist students with preparation of semester academic plans.
• Maintain accurate records of student contacts.
• Assist students in understanding the requirements, procedures, and resources of the College.
• Assist in the development of printed materials for the Student Communities.
• Assist with clerical/reception.

Minimum Qualifications

• Sophomore or higher standing and have completed one or more semesters at the University of Minnesota.
• Good academic standing.
• Ability to communicate well orally and relate meaningfully with students as determined in an interview.
• No campus disciplinary record.
• Enrollment in a baccalaureate program for Fall 2003 and Spring 2004.

Preferred Qualifications:

• Computer literate: working knowledge of Microsoft Windows, Microsoft Office.
• Previous experience working with the public in an office environment.
• Previous experience working with young adults.

Job Requirements

• Work full time during orientation/registration, and during semester break
• Maintain good academic standing each semester while employed
• Participate in initial and ongoing training programs and staff meetings as requested.
• Become familiar with all services of the College of Liberal Arts.
• Assist students individually or in groups.
• Adhere to a predetermined work schedule not to exceed 20 hours per week.
• Behave professionally and dress appropriately.

Organizational Relationships

The Peer Adviser reports to a Student Community Coordinator and interacts with staff from other units of the department and the College of Liberal Arts.

Work Schedule

The work schedule will not exceed 20 hours per week during the regular semesters. However, full time work is required June 11 through July 18, 2003; August 5 through August 29, 2003; and January 6 through January 16, 2004.

Application Process

Applications are available in the Student Communities or in 106 Johnston. Preference will be given to applications received before April 11, 2003. Send complete applications to: Assistant to the Assistant Dean, University of Minnesota, 106 Johnston Hall, 101 Pleasant Street, S.E., Minneapolis, MN 55455.