



2014 Peer Advisor Position Description

POSITION: Peer Advisor for First Year Seminar

DESCRIPTION: A Peer Advisor plays an integral role in assisting new students' transition to George Fox. Peer Advisors serve as representatives of the entire student body of George Fox University and are responsible for positively promoting the University to members of the community at large. Peer Advisors fulfill these roles through assisting with First Year Seminar and Welcome Weekend.

RESPONSIBILITIES:

- Participate in Spring training activities.
- Attend Peer Advisor Training prior to the start of Fall semester (may be as early as 8/16 – the Saturday before Welcome Weekend).
- Attend weekly sessions of the First Year Seminar course.
- Meet with your FYS faculty member weekly or as the instructor requests.
- Assist your FYS faculty member. Possibilities include leading class activities, helping with social activities, and evaluating student responses on assignments.
- Assist with Welcome Weekend activities, including event planning and set-up.
- Make contact with each advisee every other week throughout the fall semester; follow up as needed.
- Maintain and submit a record of contacts with each advisee, noting the nature of the contact and any pertinent information.
- Complete a “Student Support Network” form for students who are having a hard time with academics, social life, personal well-being, or other issues.
- Be available to advisees as needed.
- Assist students in identifying and utilizing on-campus resources.
- Other duties as assigned.

QUALIFICATIONS:

- Must have a GPA of 2.5.
- Understand and believe in the mission of George Fox University.
- Relate well with students, family members, faculty and administrators.
- Be reliable, responsible, confident, flexible, willing to help, and an effective communicator.
- Have a desire to learn more about of the University, its policies, its people, its programs, and its community.

BENEFITS:

- Enhance your interpersonal skills, knowledge, confidence, and service to others.
- Serve as a role model to new students while assisting in their transition and continuation at George Fox University.
- Peer Advisors receive a \$350 stipend.