



## College of Engineering

Student Development Center

3612 Seamans Center for the  
Engineering Arts & Sciences  
Iowa City, Iowa 52242-1527  
319-335-5763  
Fax 319-384-0529  
www.engineering.uiowa.edu

### Student Job Description - Engineering Peer Advisor

#### **PURPOSE:**

- Provide support and outreach to undergraduate students in the College of Engineering.
- Provide guidance and share personal perspectives with engineering students as they progress through coursework, seek involvement and leadership opportunities, and search for internship, co-op, and full time employment opportunities.
- Tailor advice and refer to resources based on individual students' concerns, questions, and goals.
- Collaborate with professional advising staff and department faculty in the dissemination of academic and professional development information.

#### **DUTIES AND RESPONSIBILITIES:**

- Engage students by creating a friendly and welcoming environment in the Peer Advising office and 3612 SC.
- Provide accurate information regarding the add/drop process, major curriculum requirements, general education courses, study abroad opportunities, online resources, and College of Engineering policies and procedures.
- Assist department faculty with walk-in group advising before early registration each semester.
- Advise students who are deciding between engineering majors as well as Elective Focus Area/track options, individually and via group workshops.
- Recommend avenues for student involvement such as student organizations, undergraduate research, volunteering, etc.
- Promote College and University academic and personal support resources.
- Review and provide feedback on students' resumes and cover letters, in person and electronically via HireaHawk.
- Provide resources about job search techniques and effective interviewing.
- Offer insight into internship/co-op experiences and assist students with officially registering their positions with the College.
- Promote and market job opportunities, on-campus interviews, and professional development workshops via social media.
- Assist in the coordination and promotion of the Fall and Spring Engineering Career Fairs, the Professional Development Awards Banquet, and panels and professional networking events throughout the year.
- Complete FERPA training and maintain strict confidentiality regarding student records and conversations.
- Provide temporary front desk coverage in 3612 SC when necessary.
- Complete other projects and tasks as assigned.

#### **QUALIFICATIONS:**

- Be currently enrolled as a junior or above in the College of Engineering by Fall 2019; senior standing preferred.
- Maintain a UI GPA of 3.0 or higher.
- Completed internship, co-op, or research experience in an engineering related field by Fall 2019.
- Priority given to students who have participated in study abroad, service, and/or are involved in student organizations.
- Be willing to speak positively and openly about the College of Engineering and University of Iowa experience.
- Possess strong interpersonal skills and the ability to engage positively with a diverse population of students, as well as excellent written and information literacy skills.
- Exhibit a team-oriented attitude as well as the ability to work independently with minimal supervision.

**SALARY:** \$9.50/hour

**EMPLOYMENT PERIOD:** August 23, 2019 – May 8, 2020

#### **WORK HOURS:**

- Work approximately **7-10 hours per week**, primarily during business hours; occasional weekend and evening hours are expected.
- Attend mandatory staff training, weekly staff meetings, and individual one-on-one meetings as needed.

*The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of diversity.*