Student Job Description - Engineering Academic Peer Advisor

PURPOSE:
• Assist in the dissemination of information related to courses (major, minor, and general education), registration, study abroad opportunities, and College of Engineering policies and procedures.
• Assist professional advising staff with various advising workshops throughout the semester.
• Provide support and outreach to first year, transfer, and upper-class students.
• Provide students with personal perspective and guidance as they navigate the College of Engineering experience.

DUTIES AND RESPONSIBILITIES:
• Engage students by creating a friendly and welcoming environment in the Student Development Center (SDC).
• Provide accurate information regarding the add/drop process, major curriculum requirements, general education courses, study abroad opportunities, and various College of Engineering policies and procedures.
• Assist with the promotion of College and University resources and provide appropriate referrals when necessary.
• Develop and present workshops designed for first year and upper-class students.
• Provide temporary front desk coverage when necessary.
• Complete other tasks as assigned.

SUPERVISION: General supervision received from Anat Levtov, Director of Global Experiences and Academic Advisor. Other SDC professional staff may provide direction and assign tasks as needed.

QUALIFICATIONS:
• Be a junior or above in the College of Engineering by Fall 2017; senior standing preferred.
• Maintain a UI GPA of 3.0 or higher.
• Be willing to speak positively about the College of Engineering and The University of Iowa experience.
• Have excellent written and verbal communication skills, and the ability to engage and interact positively with a diverse population of students.
• Be able to work well as a member of a team as well as take initiative as an individual.
• Upon hire, complete FERPA training and maintain strict confidentiality regarding student records and conversations as appropriate.
• Preferred: Past participation in international study, research, work, or service experience at UI.

SALARY: $9.50/hour
EMPLOYMENT PERIOD: Academic Year: August 20, 2017 – May 4, 2018

WORK HOURS:
• Work approximately 4-6 hours a week, primarily dedicated to scheduled office hours during SDC’s business hours.
• Attend mandatory staff training: August 20, 2017, 9:00 am - 5:00 pm.
• Attend 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.

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