Thank you for your interest in one of our Peer Leadership positions. Currently, we are seeking qualified individuals to join our Peer Advisor (PA) team for the 2015-2016 academic year.

Joining the Peer Leadership program is both a unique honor and a rewarding opportunity for personal and professional growth. PAs fulfill the mission of the Center for Advising & Student Transitions with their strong commitment to aiding students in the transition to Montclair State University.

Below you will find information about this position. Should you have any questions or concerns, please contact the Center for Advising & Student Transitions at 973-655-7114. Please read each section carefully before you move forward with completing the application.

**Peer Advisor Position (Fall/Spring)**

**Peer Advisors (PA)** are a dynamic team of undergraduate students who provide low-level advisement in the Center for Advising and Student Transitions (CAST). Peer Advisors are available to assist students with exploring resources to help them select an academic major or minor, selecting courses for the fall and spring semesters, responding to student email and telephone questions, and explaining how to complete various advising related forms. The Peer Advisor Program is an extension of the existing Peer Leadership program.

**Qualification:**
Eligible candidates must:

- Must be a current undergraduate student at Montclair State University
- Senior applicants cannot be graduating seniors (must plan to be at MSU in the Fall 2015 semester)
- Have a minimum cumulative G.P.A. of 3.0 at the end of the semester and maintain this G.P.A. at the end of the Spring semester. *Upon application submission, candidate’s G.P.A. will be verified*
- Have earned at least 30 credits at Montclair State University by the end of the Spring 2015 semester.
- Understand that judicial records will be reviewed by the Dean of Students and the Office of Residential Education and Services.
- Possess leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- Demonstrate high levels of maturity exhibited through sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- Be willing to invest time and energy to learn new behaviors and information that will useful for effective functioning in the Peer Advisor role.
- Embody strong interpersonal skills through proven ability to interact effectively with others.
- An ability to adapt responsibly to a variety of situations and personalities.
• Be aware of and sensitive to various human relations issues as evidenced by behavior in the University community and interactions with others.

**JOB DESCRIPTION**

The Peer Advisor Program is an extension of the existing Peer Leadership program. This program was designed to allow students the opportunity to work with the Center for Advising & Student Transitions and serve as Peer Advisors. Under the direction of the Coordinator of Peer Leadership, Peer advisors will work in close cooperation with academic advisors to provide a level of service that will augment the current model of advising. Our office recognizes the importance of peer to peer interactions and our goal and intention is to provide students the opportunity to seek low level advisement from trained Peer Advisors during extended walk-in hours and through individual and group meetings. Peer advisors will contribute to the intellectual and personal growth of students and strive to promote academic excellence and student success.

**GENERAL EXPECTATIONS AND RESPONSIBILITIES**

*Job Description:*

Each Peer Advisor will be responsible for meeting the goals and objectives of the Center for Advising & Student Transitions office. Our primary focus is the development of first-year and sophomore students and to promote their educational and personal growth. Peer Advisors are held accountable for student relationships and contacts, community development, policy enforcement, and communications with other team members including faculty and staff.

• Peer Advisors must present themselves as positive role models.
• Peer Advisors must have a working knowledge of all aspects of the University in order to appropriately mediate, assist, and serve as effective liaisons between students and other members of the University community.
• Peer Advisors should demonstrate a solid understanding of Montclair State University's general education requirements.
• Peer Advisors must possess the emotional maturity necessary to cope with the daily decisions involved in working with first-year students and family members.
• Peer Advisors must demonstrate a professional attitude, the willingness to lead, follow and take directions, and be engaged in assisting new students.
• Peer Advisors must be committed to their own personal and academic growth as well as managing their time, work, and social lives.
• Peer Advisors must enforce and abide by all Montclair State University rules and regulations.
• Peer Advisors must maintain all levels of confidentiality and have a solid understanding of FERPA polices as it relates to advisement.

*Job Responsibilities:*

• Assist students with course scheduling, registration and academic questions
• Create marketing materials for CAST workshops and programs
• Assist with office operations as needed
• Triage during heavy registration advising times and drop-in hours for low level advisement
• Remain available to assists students on a walk-in basis daily and during registration weeks
• Respond to emails or instant messaging related to peer advising
• Manage Live Advisor chat sessions
• Answer calls from students needing assistance
• Keep organized log with details regarding all student appointments/contact
• Help identify/locate faculty advisor and/or academic counselor.
• Demonstrate how to use the Student Field Guide
• Assist advisors with presentations at New Student Seminar.

*Major Exploration (ME):*

• Provide support to one CAST advisor and their caseload of undeclared students
• Meet with students for at least one ME assessment which includes Holland code and UNDE student profile review
• Create and facilitate major exploration workshops throughout course of semester
• Collaborate and help CAST advisor with major exploration lesson(s) during NSS
- Keep detailed notes of first ME meeting and other interactions via Surveymonkey.com
- Attend Weekly Meetings with Coordinators of Major Exploration & Peer Leadership Program
- Provide weekly email updates to linked CAST advisor regarding status of student meetings
- Assist and participate in Sophomore Success programming in residence halls.

Technical Assistance:
- Orient students to the WESS portal and Web registration system.
- Explain MSU email including login and requirement to check email.
- Assist in locating departmental websites to assist students.
- Discuss the help desk and technical support provided by the campus.

Referral Information – when to refer:
- Refer student to appropriate advisor for detailed program requirements (GPA, test score interpretation, placement testing, course sequencing).
- Refer student to available campus resources to meet individual needs including career exploration, campus jobs, counseling, tutoring, etc.
- Refer to Academic advisor if the student expresses personal issues related to academic success (CAST will make referral to CAPS).
- Refer to Academic advisor for any issues the peer advisor cannot handle on their own.

TERMS AND CONDITIONS OF EMPLOYMENT

Eligibility

Must meet all minimum qualifications listed above to apply.

Training

Selected PAs must be available to attend a mandatory training held on Monday May 18, 2015 and Tuesday May 19, 2015 from 2-4pm. Dates are tentative and subject to change.

Outside Employment

Peer Advisors may hold outside employment as long as it does not interfere with job or training responsibilities. Students who hold multiple jobs and cannot commit to the minimum required hours may not be considered.

Schedule Terms

Peer Advisors must be available to begin working at the Center for Advising & Student Transitions the week of August 24-28, 2015.

Peer Advisors must be available for weekly team meetings with Coordinator of Major Exploration and Peer Leadership Program. Dates/times are TBA.

Peer Advisors must be available to work a minimum of 8 hours a week from 8:30am- 6:00pm on Mondays and Thursdays and 8:30am-4:30pm on Tuesdays, Wednesdays and Fridays.

Peer Advisors must also work a minimum of 2 evening hours during each month for programming purposes.

Please plan accordingly.

Compensation

Each Peer Advisor will work a minimum of 8- 10 hours a week at $8.25 an hour as well as receive priority registration.

SELECTION PROCESS

Application Instructions/Materials:

**Deadline:** Monday, March 2, 2015

**Part 2.** Two (2) recommendation forms (If you applied for PL position, the same recommendations can be used- please indicate this on form.)

**Deadline:** Recommendation forms must be submitted to **Webster Hall Room 200A by 4pm Monday March 2, 2015.** Forms will be a drop box outside of the office for these.

Forms can be found on the application link and via our website at https://www.montclair.edu/advising-transitions/cast-programs/peer-leader.php

- **ONE MUST BE** from a Montclair State University faculty and/or staff member. Student references (both undergraduate and graduate level) will NOT be accepted.
- **ONE from an individual that is not a relative or friend** (employment, church, high school advisor, etc.). A second MSU Faculty or Staff member can complete the second form.

**Interview Process:**

- If you meet all minimum application requirements you will be invited to participate in an individual interview that will take place the week of March 16- March 27th.
- Applicants who successfully make it past the individual interview process will be invited to attend a group interview on Friday April 3rd between 1-4pm.

**Notification of Hire:**
Decision letters will be emailed no later April 13, 2015.

**Employment Contract:**
All students who are hired and accept the position must sign an employment contract and return it to the office by 4:00pm on Friday, April 17, 2015.

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*If you have questions or need additional information, please contact peerleader@mail.montclair.edu or Yosayra Eusebio, Coordinator of Peer Leadership at eusebioy@mail.montclair.edu*