

Peer Advisor Position Description
The Office of Undergraduate Advising, School of Business
Fall 2019 Hiring Cycle

Job Description and Requirements

The School of Business Office of Undergraduate Advising is seeking energetic students to become Peer Advisors for the 2020-2021 academic year. Duties will include heavy interaction and advising of current students, presenting to groups of students, and working closely with the advising staff. Responsibilities will include advising students during weekly walk-in hours, assisting Academic Advisors during advising workshops, meeting with first-year students to review their progress and help them adjust to life at UConn and in the School of Business, presenting topical workshops at off-hours throughout the semester, reviewing School of Business requirements with students, assisting with special projects, and other duties as assigned.

Requirements include:

- Must be a current undergraduate business student
- Must have at least a 3.0 cumulative GPA
- Must be entering third year or later by Fall 2020 (this requirement is flexible for regional campus Peer Advisors)
- Commitment to the position for Spring 2020, Fall 2020, and Spring 2021
- Genuine interest and concern for the transition and progress of first year students
- Strong verbal communication and presentation skills
- Ability to use discretion and keep information confidential
- Ability to work in a fast paced environment
- Commitment to learning and fully understanding the academic procedures and policies of the University, the School of Business, and the Office of Undergraduate Advising
- Ability to exercise good judgement in determining when to refer a question or situation to others
- Willingness to occasionally work weekend and evening hours

The Peer Advisor position is a one year appointment and students are expected to commit to work Spring 2020 (2-3 hours a week for training), Fall 2020 (8-10 hours per week), and Spring 2021 (8-10 hours per week). Peer Advisors are paid on an hourly rate at \$11.75 an hour. If you have questions please contact Kristin Glinzak at Kristin.glinzak@uconn.edu.