BE A PEER ADVISOR FOR
COLLEGE OF ENGINEERING STUDENT SERVICES!

ARE YOU LOOKING FOR AN ON-CAMPUS JOB THAT…

Allows you to interact with students, staff and faculty?
Allows you to be innovative and creative?
Allows you to develop new skills?
Looks great on a resume and makes you more competitive for the job search?

THEN WE HAVE THE JOB FOR YOU!!

(YOU DO NOT NEED TO BE AN ENGINEERING STUDENT TO APPLY!)
Summary of Duties and Responsibilities:

Engineering Student Services (ESS) is comprised of the Engineering Advising Center, Multicultural Engineering Program, International Exchange Program and the Engineering Tutoring Labs. For more information about our programs and staff please see: https://eadvise.calpoly.edu/.

The peer advisor position serves as the first contact for students, parents, or university faculty/staff. Under the direction of an Engineering Student Services academic advisor, the peer advisor is responsible for:

- Meet with first year freshman to clarify block schedules, Poly Planner, and registration tools
- Provide basic academic information to current students, prospective students, and readmitted students
- Explain college and university policies and procedures
- Process student-related paperwork; assist in programs and activities (i.e. WOW, SLO Days, Open House, Housing events, workshops)
- Answer phones, respond to student questions, schedule appointments with the academic advisors
- Prepare advisors’ daily and weekly appointments
- Assist ESS staff with projects or tasks when needed
- Occasional evening and weekend work/training will be required
- Other various office responsibilities (filing, office organization, etc.)

Position Requirements:

- Must attend mandatory training September 17-19, 2018 (You will be compensated for your time)
- Must be enrolled at Cal Poly throughout the academic year
- Prior experience working with students is preferred
- Must be detail oriented
- Must have the ability to handle large number of phone calls and student traffic
- Must have ability to multitask
- Must have good communication skills
- Basic proficiency with computer applications such as Microsoft Office
- Must have at least 2.5 cumulative GPA
- Must be able to work 12-20 hours a week
- ALL MAJORS WELCOME TO APPLY!

Direct Supervisor: Greg Roldan, Academic Advisor

The direct supervisor will provide assignments, quarterly evaluations, and approval of requests for time off. Secondary supervision will be provided by other staff.

Additional Details:

The peer advisor will begin training Spring quarter (about 5 hours per week) at an hourly rate of $11 per hour. Training will be aimed at acquiring the foundation needed to perform peer advising duties as stated above. The peer advisor will receive training through information sharing, case studies, shadowing and discussion with Engineering Student Services staff.