

The **Office of Academic Advising (OAA)** is seeking undergraduate students with strong interpersonal skills and an interest in academically supporting fellow students for the **2024-2025 academic year**.

Overview:

The Peer Advisor (PA) is a **paid position** that includes **customized training and on-going reflective leadership practice**, all within an **inclusive, supportive environment**. Peer Advisors serve as an extension of the professional advising staff. Peer Advisors will provide advising support in Wooster and other campus locations as needed. Peer Advisors represent a variety of majors and backgrounds.

Qualifications:

- *Academics:* Must be a current SUNY New Paltz undergraduate student, have and maintain a cumulative GPA of 3.0, and must be in good standing – no judicial or academic dishonesty charges
- *Interpersonal Communication:* Relatable to students who are struggling, be able to effectively handle students' issues and concerns, have a respect for all people, diverse learners and learning styles, and have a deep respect for maintaining student confidentiality and personal boundaries.
- *Reliability:* Professional, punctual, communicative, and committed to helping fellow students succeed

Primary Responsibilities:

- Discuss and explain the mission and goals of the Office of Academic Advising.
- Engage students in the course registration process:
 - Demonstrate how to utilize advising and registration tools on my.newpaltz.edu and the SUNY New Paltz website including My Schedule Planner, Progress Report, Starfish, and the schedule of classes.
 - Assist students in preparing for their meetings with their advisor by creating a list of important questions to ask and putting together a list of possible courses.
- Make informed referrals to available academic and university resources including the Career Resource Center, Psychological Counseling Center, and the Center for Student Success
- Explain the purpose and goals of liberal arts education and the General Education curriculum.
- Participate in reflective practice activities during one-one-one and staff meetings with your supervisors.
- Develop and implement programs/presentations in consultation with supervisors.
- Table/host information sessions to inform students about the advising and registration process.
- Create fliers and post them on social media to promote upcoming academic dates and events hosted by OAA Advisors and/or Peer Advisors.
- Greet and screen students as they come into the office and answer phone calls.

To be considered for the position, you need to submit the following requirements:

- ✓ *Completed Peer Advisor Application (attached)- application answers must be **TYPED***
- ✓ *Unofficial academic transcript*

- ✓ Co-curricular transcript (if you have one)
- ✓ 2 references from (supervisor, professor, advisor, mentor or coaches)

You will be contacted on April 22 via @newpaltz.edu email address to inform you if you were chosen for an interview.

*****Application is due to the Office of Academic Advising no later than April 15 at 12PM.**

We will contact your references after your interview***

Peer Advisor Application Fall 2024

<u>Full Name:</u>	<u>Banner ID:</u>
<u>New Paltz Email:</u>	<u>Phone Number:</u>
<u>Major & Minor:</u>	<u>Cumulative GPA:</u>
<u>Current Class Standing:</u>	

References

Please provide two references (faculty, staff, supervisors, advisors, mentors, or coaches) who can speak to your leadership potential.

<u>1) Reference Name:</u>	<u>Relationship:</u>	<u>Email:</u>	<u>Phone Number:</u>
<u>2) Reference Name:</u>	<u>Relationship:</u>	<u>Email:</u>	<u>Phone Number:</u>

Availability

How many hours could you dedicate to the Peer Advisor Position? (Check)

At least 5 hours

6-10 hours

Please list your other commitments for the 2024-2025 year (extracurricular, study abroad, part-time jobs, etc.)

Written Responses

Fully answer each question in a few complete sentences. Please type in the provided area.

1. The list below includes the minimum requirements to apply. Please review them and check each box as an agreement that you qualify. If you cannot check all the boxes, please wait until you qualify or e-mail the Office of Academic Advising regarding your follow-up questions at khans6@newpaltz.edu.

you have read the position description on the OAA website and understand the job responsibilities related to this position.

I am a current SUNY New Paltz student and have been at SUNY New Paltz for at least two full semesters.

I have a cumulative GPA of at least 3.0+.

I am available for at least five hours per week throughout the semester.

I am available to attend in person training the day before class starts on campus, Sunday, August 25
Date (Time TBD).

I am available to take INT193 class in Fall24 semester which meets on Tuesdays 3:30 pm – 4:45 pm.
(2nd section may be available).

2. Please list any experience you have or related to this position, including experience with mentoring others, academic coaching, advising, tutoring etc.

3. Please tell us why you are interested in becoming a Peer Advisor at the Office of Academic Advising?

4. What is one thing you know now that you wish you knew when you started college?

Thank you for applying for a pure advisor position at the OAA! If you have any questions, please feel free to reach out to the OAA at khans6@newpaltz.edu. Please initial next to the statements below to confirm all your selections are true and accurate.

_____ Everything in this application is a true and accurate representation of my information.

_____ If I have questions about the application, I will e-mail the OAA.

Return application in person to:

Office of Academic Advising

Wooster Hall 106

845-257-3015

Hours of Operation

Monday – Friday 8:30 AM – 5:00 PM

If you have any questions, please contact: khans6@newpaltz.edu