



Peer Advisor Application, Summer 25
Application is due on April 25 at 12 pm,
Wooster Hall 106

The **Office of Academic Advising (OAA)** is seeking undergraduate students with strong interpersonal skills and an interest in academically supporting fellow students for **Summer 25 Orientation sessions**.

Overview:

The Peer Advisor (PA) is a **paid position (\$15.70 per hour)** that includes customized training and on-going reflective leadership practice, all within an inclusive, supportive environment. Peer Advisors will serve as an extension of the professional advising staff. *Housing is not provided. *

Qualifications:

- *Academics:* Must be a current SUNY New Paltz undergraduate student (**at least Sophomore standing**), 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 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.
- Submit student meeting notes in Starfish.

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 (s faculty, staff, supervisors, advisors, mentors, or coaches)*

Availability

Please indicate if you are not able to attend any of these following dates and times:

7 hours and 30 minutes a day. *Lunch will be provided. *

Orientation Session 1: July 2 from 8:00 am – 3:30 pm

Orientation Session 2: July 9 from 8:00 am – 3:30 pm

Orientation Session 3: July 15 from 8:30 am – 3:00 pm

Orientation Session 4: July 18 from 8:00 am – 3:30 pm

Orientation Session 5: July 23 from 8:00 am – 3:30 pm

Please list your other commitments for Summer 2025 (extracurricular, part-time jobs, etc.)

You will be contacted on April 28 via your @newpaltz.edu email address to inform you if you were chosen for an interview

<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.*

****We will contact your references after your interview****

<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>

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 all the dates and times indicated above.

☐ I am available to attend **paid virtual training** on campus on Monday, May 26 at 10 am- 12 pm

4. Please list three on-campus resources you might recommend to a student struggling to get good grades or connected on campus. Why did you choose these?

Interviews for peer advising positions will take place in person from May 9- 15. Please list your general availability during business hours from 8:30 AM to 5:00 PM. If you are selected for an interview, you will receive a follow-up e-mail between April 28- May 8 at your @newpaltz.edu e-mail address to confirm your availability for a specific day/time.

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 PM – 5:00 PM

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