

## **Peer Advisor Position**

The purpose of the Peer Advising Program in the Business Advising Center at San Diego State University is to provide a peer connection and resource for students in the College of Business. Peer advisors are trained to provide information on requirements for admission into the business majors and minors, the requirements for the majors and minors, students' degree evaluations, internships, business student clubs and organizations, course scheduling and planning, help with GPA, and to make effective referrals to other campus resources.

Peer Advisors work an average of 12 hours per week and make \$9.00 per hour

### **Duties**

- Participate in extensive and ongoing training on policies, procedures and other advising issues
- Advise College of Business Administration students of college and university procedures and requirements
- Assess customer needs and determine appropriate action, which may include direct advice and/or referral to other areas
- Maintain student confidentiality in accordance with federal law
- Perform other related clerical and informational tasks, as assigned

### **Qualifications**

Peer Advisors must have:

- Completed at least 1 semester at SDSU
- Good academic standing at SDSU
- Eligibility for Federal Work Study funds
- Commit to work at least one full year as a Peer Advisor
- Experience in dealing with people and helping them with administrative processes
- Enthusiasm, professionalism and patience in dealing with people
- Willingness to help other students
- Ability to learn quickly, understand, and explain a variety of complex procedures
- Skill in listening and in communication, both verbally and in writing
- Ability to work in a cooperative team environment
- Attention to detail
- Experience with word processing programs and the internet and willingness to learn other computer programs, such as spreadsheets and databases

For additional information, please stop by the Business Advising Center, in EBA 448, or call 594-5828. Talk to some of the current peer advisors to find out why they like their jobs!

**Peer Advisor Application**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

RED ID \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Major \_\_\_\_\_

Are You Work Study Eligible? YES NO

Expected Graduation Date (Month/Year) \_\_\_\_\_

**Work Experience**

Begin with the most recent and include the last four positions.

Employer \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor\* \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor\* \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor\* \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor\* \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Can we contact your supervisor(s)? **If yes, please provide a phone number after the supervisor(s) listed above.**

**Professional References** (Do not list relatives or friends)

Name

Address

Phone Number

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please answer the following questions as thoroughly as possible. Attach additional paper if necessary.**

1. Why do you want to be a peer advisor?
  
  
  
  
  
  
  
  
  
  
2. Briefly describe work or volunteer experience in which you had to communicate detailed information and procedures to customers/clients.
  
  
  
  
  
  
  
  
  
  
3. Describe your communication style.
  
  
  
  
  
  
  
  
  
  
4. Describe your leadership experience and/or involvement activities.
  
  
  
  
  
  
  
  
  
  
5. What makes someone a good peer advisor?

**The Business Advising Center is open Monday-Wednesday 9 a.m. to 5 p.m., Thursday 10 a.m. to 5 p.m. and Friday 9 a.m. to 1 p.m. Please indicate your availability to work for the current semester:**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

To the best of my knowledge, the information on the application is complete and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date