

Peer Advising

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, the requirements for the majors and minors, students' degree evaluations, internships, business student clubs and organizations, course scheduling and planning, etc., and to make effective referrals to other campus resources.

Starting Salary of \$9.00/hour; average of 14 hours/week, year round

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 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:

- 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
- Ability to commit to one full year in the peer advising program
- Completed at least 2 semesters at SDSU
- Good academic standing at SDSU
- Eligibility for Federal Work Study funds

For additional information, please stop by the Business Advising Center, in BA 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 _____

SSN _____

Phone _____

Email _____

Major _____

Expected Graduation Date _____

Work Study Eligible? YES NO

Work Experience

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

Employer _____

Employer _____

Position _____

Position _____

Dates _____

Dates _____

Duties _____

Duties _____

Supervisor* _____

Supervisor* _____

Employer _____

Employer _____

Position _____

Position _____

Dates _____

Dates _____

Duties _____

Duties _____

Supervisor* _____

Supervisor* _____

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

References (Do not list relatives)

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. Describe related experience and/or experience working with the public.

3. Describe your communication style.

4. Briefly describe work or volunteer experience in which you had to communicate detailed information and procedures to customers/clients.

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 4 p.m. Please indicate your availability to work for Fall semester:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

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

Signature

Date