**Peer Advisor**
**Academic Year 18-19**
Pay range: $10.50-$15.00

**Position Description:** Orfalea College Peer Advisors support graduation of students in the College of Business. They meet one-on-one with students, and support the retention and graduation efforts of the college of business. There is ample opportunity for leadership within the position, and students have broad exposure to how a large organization functions.

**Position Dates:**
- Training – Spring Quarter Dates & Times TBD, Approx 10-12 hours per week (paid)
- Monday, September 17th - Friday, June 14th
- Optional opportunity to work during Summer 2018 or Summer 2019
- Opportunity to extend position to following academic year

**Job Requirements:**
- Student in the College of Business
- 3.0 CPSLO GPA or higher
- Be available to work 15-20 hours per week
- May not be employed in another Orfalea Student Services leadership position

**Major Areas of Responsibility:**
- Meet One on One with Business students at all levels to plan classes, answer policy questions, and encourage involvement and leadership.
- Greet students, staff and faculty at the front desk. Provide excellent customer service for all members of our campus community.
- Prepare student records for appointments by researching courses completed and remaining toward graduation. Accurately communicate status of a student’s degree to coworkers and rest of college.
- Work effectively with fellow staff, students and faculty to promote initiatives as needed.
- Join teams when required to support specific areas of the student experience, including but not limited to forms, study abroad, change of major and graduating seniors.
- Use problem solving and critical thinking skills to understand issues that students may be facing with registration, class selection and communications.

**Required Knowledge, Skills, and Abilities:**
- Detail Oriented
- Empathetic
- Driven
- High Standards
- Kind

**Preferred Knowledge, Skills, and Abilities**
- InDesign
- Excel
- Study Abroad/Club or other previous leadership experience

**Education and Experience:**
- Open to any current Orfalea College of Business Student
- Preference given to Sophomores