



## Job Position Description

**Title: Peer Advisor I**

**Department: Academic Advising**

**REPORTS TO: Academic Advising Center – Peer Advising Coordinator**

**PURPOSE:** Peer Advisors provide logistical assistance to the Academic Advising Team and support with registering new students during the academic year, summer and during January during New Student Orientation programs. Peer Advisors answer questions ranging from academic to social topics and help lead their advisees towards a successful BSU experience.

### **DUTIES & RESPONSIBILITIES:**

- Answering incoming telephone calls, online chats and in person inquiries from students, parents, and members of the campus community.
- Acting as a paraprofessional during New Student Orientation Advising and Registration, interacting with new students and family members.
- Supporting presentations and workshops, and preparation of student packets, as needed.
- Present positive relationships with staff members in front of students.
- Assisting students with accessing the degree audit and other technology sources in Bulldog Connection (BDC).
- Help students to obtain information and solve problems.
- Participate as a productive member of the AAC Team, by preparing for new student orientation programs, acting as part of the Welcome Team for NSO.
- Always representing the University as positively as possible.
- Maintain a high level of visibility, approachability, and enthusiasm at all times.

- *Always* be respectful of fellow staff and student participants, irrespective of admit status, gender, race, ethnicity, religious beliefs, age, sexual orientation, disability status, etc.
- Be willing to actively contribute towards and encourage positive staff interactions.
- Understand that your personal work is not complete until the work of the entire group is complete
- Attend all training sessions and staff meetings
- Be willing to accept other duties/responsibilities as assigned; be flexible
- Have fun! Grow, explore and learn!

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

#### **Students must have:**

- ability and experience working successfully in a student leadership role
- desire to help entering students register for classes at Bowie State University
- extensive knowledge of the diverse BSU student experience
- Knowledge of how to register for classes, using Bulldog Connection
- Ability to be sensitive, positive, compassionate, and thoughtful
- Ability to work three days per week, or in a similar arrangement

### **MINIMUM TRAINING & EXPERIENCE**

Students selected as peer advisors must attend one-day training at the beginning of service and staff meetings, as needed.

### **CONDITIONS OF EMPLOYMENT:**

- a 3.0 GPA
- at least two completed semesters at BSU prior to start of service

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