

L&S PEER ADVISER APPLICATION PACKET

Thank you for your interest in the College of Letters and Science Peer Advising program and the positions we have available for the Fall 2020 - Spring 2021 academic year. Please read through this packet carefully before applying.

APPLICATION INSTRUCTIONS

DEADLINE: 11:59pm, Friday, March 13, 2020

Please email your COMPLETED application to AskLnS@berkeley.edu AND jesus@berkeley.edu. Only completed applications will be considered. Your application materials should be submitted combined in a single PDF file.

A complete application includes:

- Application cover page included in this packet
- Interview schedule worksheet: Using the attached form, cross off all of the hours you will **NOT** be available to interview. This schedule is used to determine interview times for selected applicants.
- Essay response page: Submit typed responses to the two essay questions listed in this packet. These essays are the principal means we have of gaining insight about you. Limit each essay response to a maximum of 400 words.
- Resume: Include relevant co-curricular activities, as well as your paid employment history. We encourage you to consult with the Career Center in developing a professional resume.

L&S PEER ADVISER POSITION DESCRIPTION

Position Overview: The College of Letters and Science (L&S) peer advisers serve as an extension of the Undergraduate Advising Office, providing information on college policy and procedures to students at several campus locations. Peer advisers are trained to provide accurate and friendly service, and to address a variety of student questions and concerns with objectivity. This position provides an excellent opportunity for students to gain practical skills in public speaking, communication, learn about college advising, and build an understanding of how a student service office works.

Duties: Peer advisers work at any of the following locations: Evans Hall, the residential units, and Dwinelle Hall. Peers provide information regarding university and college requirements, rules, and procedures to Letters and Science undergraduates, and make referrals to a wide-variety of campus services and resources. In addition, L&S peer advisers answer questions sent to our email service (AskLnS), answer phone inquiries, staff the front desk at 206 Evans Hall and 156 Dwinelle Hall, and staff the L&S table on Cal Day. Peers serve on panels, assist professional staff with programs and presentations, and perform other duties as assigned.

Scope of Role: Peer advisers do not have access to students' records, transcripts, or files and do not process or sign student petitions.

Qualifications: Applicants must have completed at least **one full fall or spring semester** at Berkeley as a Letters and Science student. FPF and London fall terms meet this requirement. Summer coursework does not count toward the one semester requirement. Applicants must have a cumulative UCB **GPA of 3.0 or higher**. Applicants must have outstanding presentation, interpersonal and general communication skills, and be able to respond to a wide-range of student concerns. Counseling, mentoring or customer service experience is helpful, but is not required. Familiarity with campus departments and resources is preferred. *NB: Consideration of any exception to minimum eligibility requirements is made by the hiring manager after proper consultation and review.*

Time Commitment: Peer advisers must be willing to commit to working for the full Fall 2020 - Spring 2021 academic year. The official Fall 2020 start date is Wednesday, August 19. It ends Friday, December 11. For the Spring 2021 semester, the start date is Tuesday, January 12. The job appointment end date is Friday, May 7. Work hours vary depending on a peer adviser's schedule. Most shifts are Monday through Friday between the hours of 9am-4pm; however, some weekend/evening hours will be required (including Cal Day). Peers do not work on designated campus holidays. Successful candidates must be available for the paid training between August 24 and September 4, with specific times to be determined. All new peers must also commit to attending weekly (Friday: 9-10am) mandatory staff meetings for the Fall 2020 - Spring 2021 academic year.

Compensation: \$15.59/hour – Students may opt to earn course credit instead of pay.

Supervisor contact: Jesús Arciniega, Jr. (jesus@berkeley.edu)

L&S PEER ADVISER APPLICATION COVER PAGE
Fall 2020 - Spring 2021 Academic Semester

Last Name: _____ First Name: _____ SID: _____

E-mail: _____ Phone: _____

Expected Graduation Term: _____ Major(s): _____ UCB GPA: _____

AGREEMENT

I have carefully read the terms of the position included in this application packet and certify that I meet the minimum requirements of having completed at least one full fall or spring semester at Berkeley as a Letters and Science student and have a cumulative UCB GPA of 3.0 or higher. I am willing to attend the mandatory paid training dates that will be determined later. In addition, I can schedule my classes so that I am available to attend the weekly Friday morning peer adviser staff meetings from 9-10am during the Fall 2020 - Spring 2021 academic year. I certify that all statements on this application are true and accurate to the best of my knowledge. If selected for this position, I understand that any falsification of this record is grounds for termination of employment.

NB: A background check by UCPD is required for this position.

Signature: _____ Date: _____

For statistical purposes, let us know where/how you found out about this position. Select all that apply:

Flyer Referral from adviser Referral from friend L&S website

Handshake Facebook Other: _____

L&S PEER ADVISER ESSAY QUESTIONS

Limit each response to a maximum of 400 words per question. Typed responses should be submitted on this page. These essays are the principal means we have of gaining insight about you, your reasons for applying, and what makes you uniquely qualified to fill the position. Essays are evaluated for content, attention to detail, as well as your ability to organize and present your thoughts.

1. Motivation: Why are you interested in becoming a peer adviser at L&S? What specific aspects of the position description do you find most appealing? Why? What do you hope to gain from this position?

2. Qualification: What qualities, skills, and experiences would make you an outstanding peer adviser? How will you add to the peer advising program?

Don't forget to attach a resume along with your completed application packet.