

Peer Academic Advising Program

APPLICATION for PEER ACADEMIC ADVISOR 2011-2012

POSITION SUPERVISORS

- 1) Peer Academic Advising Program (PAAP) Coordinator,
- 2) Kimberly Ayala (director of PAAP) and
- 3) Academic Counselors within the individual Academic Unit/Department.

POSITION STARTING/ENDING DATES

Commitment for the year: Spring Quarter 2011-Spring Quarter 2012. Regular office hours from Fall Quarter 2011-Spring Quarter 2012 Summer Orientation Advising obligations for some schools/departments, check with individual units/departments for more details.

POSITION REQUIREMENTS AND COMPENSATION

MANDATORY Weekly Training: Spring Quarter 2011, Thursdays 5pm-7pm, on-campus, additional training sessions may apply depending on the unit/department

MANDATORY End of Summer "Refresher Training": Friday September 16, 2011, 8am-5pm, on campus, the week before Welcome Week.

There are almost NO EXCEPTIONS to the above commitments

Welcome Week:

Hours doubled to 20 hours total
*(Subject to budget approval)

Academic Year:

Maximum of 10 hours each week
*(Subject to budget approval)

Of these hours, a requirement of 5 hours a quarter will be devoted to the Academic Advising Council (AAC). You must be available Wednesdays 5pm-6pm during Fall 2011-Spring 2012 to attend meetings or you will be at risk of losing the position.

Starting Pay:

\$9.10/hour *(Subject to budget approval)

JOB DESCRIPTION

Specific responsibilities of Peer Academic Advisors (PAAs) (these may vary according to each individual School/Department):

- Counsel undergraduate students in major selection, class scheduling, resource referrals, etc.
- Maintain awareness of:
 - ✓ Current course offerings and school programs
 - ✓ Major, School/Department, and UCI requirements
 - ✓ University resources and support services
 - ✓ School deadlines and policies.

- Offer assistance and consultation to campus organizations in need of PAA service
- Act as a liaison between administrative personnel, faculty, and students in resolving academic advising problems
- Provide assistance for special projects with the individual School/Department
- Participate in training seminars during Spring Quarter prior to employment
- Act as a member of the Academic Advising Council (AAC) where you meet regularly with all PAAs to make recommendations for advising improvements, discuss advising issues, and to receive further training as necessary. AAC meetings are mandatory; they begin Fall Quarter 2011 and run through Spring Quarter 2012 on Wednesdays from 5pm-6pm
- Mandatory minimum of three outreach activities, organized by the PAAP Coordinator
- Actively maintain an accurate record of students served through online tally system
- Overall, should be a strong advocate for UCI and its students

REQUISITE QUALIFICATIONS

What the candidate should bring to the job:

- Candidate must be a UCI student of Junior or Senior standing by Fall Quarter 2011
- Candidate must intend to hold the position for one full academic year, 2011-2012, and Summer of 2011 if required by individual School/Department in which the student accepts a position (please refer to the last page)
- Preference given to candidates with a GPA greater than 3.0
- Good verbal and written communication skills
- Ability to respond to students in a helpful manner, one-on-one, and in groups
- Ability to work and relate well with faculty and staff
- Candidate with previous experience and knowledge of UCI services and resources is preferred, but not required. For example: Knowing the policies found in the UCI General Catalogue

COMPETENCIES TO BE ACQUIRED

What the candidate can expect to learn on the job:

- Experience in paraprofessional counseling on an individual and group basis
- Referral and cooperative working skills with the University community staff members
- Increased awareness of University services and academic operations

Peer Academic Advising Program

APPLICATION for PEER ACADEMIC ADVISOR 2011-2012

Please return this application to the academic counseling office of the School/Department to which you are applying. You need to turn in a separate application for each School/Department to which you apply. Please TYPE the application and attach a photo of yourself and a professional resume. Be aware that your photo will not be returned.

SUBMISSION DEADLINE is 5:00 p.m. Friday, January 14, 2011.

APPLICANT INFORMATION			
Name:		Date of Birth: / /	
Major(s):			
Minor(s):			
UCI Student ID#:		Current Class Level:	
GPA (Overall):	E-mail:		
Cell Phone:			
Local Address:			State: Zip Code:
City:		Best Time to Call:	
Permanent Address:			State: Zip Code:
City:		Permanent Phone:	

Please Attach
Photo Here

Why are you interested in the Peer Academic Advisor Position?

What co-curricular activities have you been involved in (on-campus or off)?

Peer Academic Advising Program

APPLICATION *for* PEER ACADEMIC ADVISOR 2011-2012

Who do you think the Peer Academic Advisors are? What role do we play in the lives of the students at UCI?

What would you like to accomplish as a Peer Academic Advisor?

Please list both fixed and pending commitments (e.g. RA/HA, Study Abroad, etc.) you have for a) Spring Quarter 2011 and b) June 2011-June 2012. Be as detailed as possible.

How did you hear about this position?

REFERENCES

Please list two references (preferably faculty, staff, or administrators).

Name:

Phone:

Position:

Name:

Phone:

Position:

If possible, list one specifically work-related reference:

Name:

Phone:

Position:

Peer Academic Advising Program

APPLICATION for PEER ACADEMIC ADVISOR 2011-2012

Each School/Department has individual requirements for prospective PAAs. Carefully read and consider the requirements of any School/Department you apply to. Please indicate the Schools/Departments you are applying to by checking the column that reads "Apply Here". Applying to multiple Schools/Departments does not guarantee a position, but each will need to know if you are being considered by a different School/Department.

You must submit a completed application to EACH School/Department for which you are applying.

SCHOOL/DEPARTMENT	APPLY HERE	SUMMER 2011 WORK HOURS	MUST BE A MAJOR IN SCHOOL/DEPARTMENT
The Arts	<input type="checkbox"/>	Required	YES
Biological Sciences	<input type="checkbox"/>	Strongly Encouraged	YES
School of Business	<input type="checkbox"/>	Strongly Encouraged	Should be in minor program
Campuswide Honors Program**	<input type="checkbox"/>	Strongly Encouraged	YES
Department of Education	<input type="checkbox"/>	Strongly Encouraged	NO
Engineering	<input type="checkbox"/>	Strongly Encouraged	YES
Humanities	<input type="checkbox"/>	Required	YES
Information and Computer Sciences	<input type="checkbox"/>	Required	YES
Nursing Sciences	<input type="checkbox"/>	Strongly Encouraged	NO
Pharmaceutical Sciences	<input type="checkbox"/>	Required	NO
Physical Sciences	<input type="checkbox"/>	Strongly Encouraged	NO
Public Health	<input type="checkbox"/>	Required	YES
Social Ecology	<input type="checkbox"/>	Strongly Encouraged	YES
Social Sciences	<input type="checkbox"/>	Required	YES
Undecided/Undeclared	<input type="checkbox"/>	Required	NO

** The Campuswide Honors Program requires that its PAA applicants fill out the CHP application instead of the general campus application; copies are available online at <http://www.honors.uci.edu/paaapp.php> and in the CHP Office located in Student Services II Room 1200.

APPLICANT SIGNATURE:

I have completed the application honestly and to the best of my ability and agree to attend Academic Advising Council (AAC) meetings on **Wednesdays from 5pm-6pm throughout the academic year 2011-2012**. The time spent in AAC meetings will be deducted from regular hours worked in the office to maintain a maximum of 10 hours (subject to budget approval) worked per week. I understand and agree to the training requirements during Spring 2011 on **Thursdays from 5pm-7pm**, as well as the end of summer Refresher training on **Friday September 16th, 2011, 8am-5pm**, the week before Welcome Week 2011.

Applicant Signature: _____

Date: _____

PLEASE REMEMBER: Attach a picture and copy of your resume with your completed application.