

Peer Academic Advising Program

PEER ACADEMIC ADVISOR (PAA) APPLICATION 2013-2014

POSITION STARTING/ENDING DATES:

Commitment for the year: Spring 2013 - Spring 2014. Training in Spring 2013, regular office hours from Fall 2013-Spring 2014. Obligations vary for some academic units, check with individual academic units for more details.

POSITION REQUIREMENTS AND COMPENSATION

MANDATORY Weekly Training: Spring 2013, Thursdays 5:00 – 7:00 pm. Additional training sessions may be held by academic unit.

Spring Quarter In-Unit Training: 4 paid in-unit shadowing hours, an addition 4 hours volunteer shadowing hours.

MANDATORY End of Fall “Refresher Training”: Friday September 20, 2013, 9:00 am - 3:00 pm.

Welcome Week:

Around 20 hours working with academic unit (subject to budget approval).

Academic Year:

Maximum of 10 hours each week (subject to budget approval).

Of these hours, 5 hours a quarter will be devoted to the Academic Advising Council (AAC). You **must** be available Wednesdays 5pm-6pm during Fall 2013 - Spring 2014 to attend meetings.

Starting Pay:

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

JOB DESCRIPTION

(may vary according to each individual academic unit)

- Counsel undergraduate students in major selection, class scheduling, resource referrals, etc.
- Maintain awareness of:
 - ✓ Current course offerings and school programs
 - ✓ Major, academic unit and UCI requirements
 - ✓ University resources and support services
 - ✓ School deadlines and policies
- Offer assistance and consultation to campus organizations
- Act as a liaison between administrative personnel, faculty, and students in resolving academic advising problems

- Provide assistance for special projects with the individual academic units
- Participate in training seminars during Spring Quarter prior to employment
- Act as a member of the Academic Advising Council (AAC) to meet regularly with all PAAs to make recommendations for advising improvements, to discuss advising issues, and to receive further training as necessary.
- Maintain an accurate record of students served through online tally system
- Be a strong advocate for UCI and its students

REQUISITE QUALIFICATIONS

What the candidate should bring to the job:

- Must be a UCI student of Junior or Senior standing by Fall 2013
- Must intend to hold the position for one full academic year (2013-2014), including Summer 2013 if required by academic unit
- 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

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 staff members
- Increased awareness of University services and academic operations

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Please return this application to the academic counseling office of the academic unit to which you are applying. You need to turn in a separate application for each academic unit to which you apply. Please COMPLETE the application and **attach a photo of yourself and a professional resume.**

SUBMISSION DEADLINE: 4:00 p.m. Friday, January 18, 2013.

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

Why are you interested in the Peer Academic Advisor Position?

What co-curricular activities have you been involved with, both at UCI and not at UCI?

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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 Spring Quarter 2013 and June 2013-June 2014. 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:

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The next page lists the academic units that are accepting applications for Peer Academic Advisors. Each academic unit has individual requirements for prospective PAAs. Please indicate the academic unit you are applying to by marking an 'X' in the column that reads "Apply Here." Applying to multiple academic units does not guarantee a position, but each will need to know if you are being considered by another academic unit.

You must submit a completed application to EACH academic unit for which you are applying.

SCHOOL/DEPARTMENT	APPLY HERE	SUMMER 2013 WORK HOURS	MUST BE A MAJOR IN SCHOOL/DEPARTMENT
School of the Arts	<input type="checkbox"/>	Required	YES
School of Biological Sciences	<input type="checkbox"/>	Required	YES
School of Business	<input type="checkbox"/>	Strongly Encouraged	Business Administration major or Accounting/Management minor
Campuswide Honors Program*	<input type="checkbox"/>	Strongly Encouraged	YES
Department of Education	<input type="checkbox"/>	Strongly Encouraged	YES
School of Engineering	<input type="checkbox"/>	Strongly Encouraged	YES
School of Humanities	<input type="checkbox"/>	Required	YES
School of Information and Computer Sciences	<input type="checkbox"/>	Required	YES
Nursing Sciences	<input type="checkbox"/>	Strongly Encouraged	NO
Pharmaceutical Sciences	<input type="checkbox"/>	Required	NO
School of Physical Sciences	<input type="checkbox"/>	Strongly Encouraged	NO
Public Health	<input type="checkbox"/>	Required	YES
School of Social Ecology	<input type="checkbox"/>	Strongly Encouraged	YES
School of 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>.**

APPLICANT SIGNATURE:

I have completed the application honestly and to the best of my ability and agree to the training requirements during Spring 2013 on **Thursdays from 5:00 - 7:00 pm**, as well as the end of summer Refresher training on **Friday September 20th**. I agree to attend Academic Advising Council (AAC) meetings on **Wednesdays from 5:00 - 6:00 pm throughout the academic year 2013-2014**. The time spent in AAC meetings will be deducted from hours worked in the academic unit to maintain a maximum of 10 hours (subject to budget approval) worked per week.

Applicant Signature: _____

Date: _____

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