

# PEER ACADEMIC ADVISING PROGRAM

## PEER ACADEMIC ADVISOR (PAA) APPLICATION 2017-2018

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### POSITION STARTING/ENDING DATES:

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Commitment for the year: Spring 2017 – Spring 2018.  
Training in Spring 2017, regular office hours from Fall 2017-  
Spring 2018. Obligations vary for some academic units, check  
with individual academic units for more details.

### POSITION REQUIREMENTS AND COMPENSATION

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#### MANDATORY (Required and non-negotiable)

##### Weekly Training:

Spring 2017, Thursdays 5:00 – 7:00 pm. Additional training  
sessions may be held by academic unit.

##### Spring Quarter In-Unit Training:

4 in-unit shadowing hours.

##### MANDATORY End of Summer 2017

##### “Refresher Training”:

Friday September 22nd, 2017, 9:00 am - 3:00 pm.

##### Welcome Week:

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 2017-Spring 2018  
to attend meetings.

##### Starting Pay:

\$11.50/hour (Subject to budget approval).

### JOB DESCRIPTION

*(may vary according to each individual academic unit)*

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- 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
- **REQUIRED/MANDATORY attendance and participation** 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:*

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- Must be a UCI student of Junior or Senior standing by Fall 2017
- Must intend to hold the position for one full academic year (2017-2018), including Summer 2017 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:*

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- 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 **include a resume and a photo of yourself.**

**DEADLINE: Friday, January 20<sup>th</sup>, 2017 by 4:00 p.m.**

**\*\*You must submit a completed application to EACH academic unit you are applying to**

APPLICANT INFORMATION			
Name:		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 off-campus? Why are they important to you?

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What role do you feel the Peer Academic Advisors play in the lives of students at UCI? What qualities do you think you possess that would make you a successful Peer Academic Advisor?

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

Please list both fixed and pending commitments (e.g. RA/CA, Study Abroad, etc.) you have for Spring Quarter 2017 and June 2017-June 2018. Be as detailed as possible.

Please list any languages you may speak and your proficiency level in each.

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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This 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 2017 WORK HOURS (SPOP)	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
School 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	YES
Pharmaceutical Sciences	<input type="checkbox"/>	Required	YES
School of Physical Sciences	<input type="checkbox"/>	Strongly Encouraged	YES
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
Undergraduate/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://honors.uci.edu/academics/academic-advising/peer-academic-advisors/paa-job-description/>.**

### APPLICANT SIGNATURE:

I have completed the application honestly and to the best of my ability and agree to the **REQUIRED** training requirements during Spring 2017 on **Thursdays from 5pm-7pm**, as well as the **REQUIRED** end of Summer Refresher training on **Friday September 22<sup>nd</sup>, 2017**. I agree to attend Academic Advising Council (AAC) meetings on **Wednesdays from 5pm-6pm throughout the academic year 2017-2018**. 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.