

Application Peer Academic Advisor in Residence

The Peer Academic Advisors in Residence (PAIR) program is a program of the UNI Academic Advising Office and the UNI Department of Residence. PAIRs work in both Academic Advising and the assigned residence hall where they live. The overall vision of the program is to assist UNI undergraduate students to develop academic and personal skills to enhance their academic success at UNI.

Topics often encountered in peer advising conferences and covered in programs include orientation and adjustment to UNI, how to become an effective student, liberal arts core options, scheduling and registration procedures and tools, major and career exploration, university tools and resources. A strong candidate has a commitment to academic success who can motivate others, who possess strong interpersonal and organizational skills and concern for other students.

In the Academic Advising office, the PAIR will assist with student walk-ins and appointments (peak times being registration periods in November, December, April, and the first week of each semester), work with academic year New Student Orientations and Academic Advising programming, develop advising-related resources and handle normal office duties. PAIRs also live and work in an assigned residence hall, providing academic programming, reach out to students in transition and be available for questions. They inform hall staff of important academic issues and deadlines, and promote the PAIR program.

The Peer Academic Advisor in Residence is a position that involves on-going training, and a minimum grade point average of 3.0 is required. Preference is given to the student who is able to remain in the position three (3) or more semesters, and for candidates interested in working both in Academic Advising and the assigned residence hall.

Academic Advising and the Department of Residence hold student employees to high academic and professional behavioral expectations. Student Employees are asked to be a role model for other students by setting positive examples of behavior for others to observe and adopt. For further information about the Peer Academic Advisor in Residence position, contact Michele Peck (michele.peck@uni.edu) or Tony Smothers (anthony.smothers@uni.edu) at Academic Advising, 319-273-3406, or contact a current PAIR (see www.uni.edu/acs/advising/pair/who.shtml).

Detach and return the attached application and references.

To: Academic Advising, 111(i) Maucker Union, 0389

Applications due: Monday, February 18, 2008

2008-2009
Responsibilities of Peer Academic Advisor in Residence

The overall vision of the program is to assist UNI undergraduate students to develop academic and personal skills to enhance their academic success at UNI. The goal is to increase students' awareness of available resources, encourage engagement and independence in their academic life and experience success at the University.

1. On-going responsibilities in the Office of Academic Advising
 - a. Assist students with questions about liberal arts core, scheduling and MyUNIverse resources, office resources and transition to college issues prior to meeting with a professional advisor.
 - b. Assist with group advisement meetings and Orientations (August through April)
 - c. Provide initial assistance to students who "walk-in" for advising assistance.
 - d. Conduct individual appointments with Deciding majors and students exploring majors using major / career search resources, and information about majors, minors and certificates.
 - e. Develop and complete special projects in the office.
 - f. Handle normal office duties (answer questions, answer phones, make appropriate referrals, assist with mailings, make deliveries).
 - g. Manage traffic flow in the office during peak periods (beginnings of semesters and pre-registrarian).

Special dates with required attendance:

Spring Workshop (PAIR In-Service and meet hall staff) --April 4/5, 2008, Times TBA

One Day In-service (training) -- Wednesday, August 20, 8:00 a.m. – 5:00 p.m.

Fall 2008 Orientation -- Friday, August 22, 9:00 a.m. – 3:00 p.m.

Spring 2009 Orientation -- Fridays, December 5 and January 9, 9:00 a.m. – 3:00 p.m.

PAIRs also assist with other group presentations and registration dates TBD during the academic year, as their class schedule allows.

2. On-going responsibilities in the residence halls:
 - a. Live in assigned residence hall
 - b. Coordinate and implement fun and interactive programming and outreach to students in the areas of academic skills and attitudes, campus resources, major and career exploration resources to promote success at UNI
 - c. Develop relationships with students and provide a presence in their hall to facilitate student engagement and encourage an environment of academic success.
 - d. Reach out to students on an individual and group basis.
 - e. Work in concert with other PAIRs, hall staff and academic advisor.
 - f. Work with theme houses (Springboard, Transfer houses) to provide targeted programming contact.

3. Time Commitment and Compensation for new staff:

7 hours per week in Academic Advising and 5 hours per week in the assigned hall (beginning the week before classes begin) at a rate of \$8.00 per hour.

4. Peer Advisor Staff Meetings

Weekly staff meetings are held on Mondays from 3:00 – 4:00 p.m. Please keep this time available. Discuss any possible conflict with Michele Peck as soon as possible at 319-273-3406 or michele.peck@uni.edu.

**Application Form
Peer Academic Advisor in Residence (PAIR) 2008-2009**

Name _____ Student # _____	
Male _____ Female _____	Email _____
Current Address _____ Phone # _____	
Fall Local Address _____ Phone # _____	
Permanent Address _____ Phone # _____	
PAIRs are expected to live in the hall where assigned. If you have questions about this, please contact Michele Peck. I am able to move to my assigned residence hall if hired. Yes _____ No _____ Depends _____	
Please Explain _____	
Present Classification: FR __ SOPH __ JR. __ SR __ Academic Major / Minor _____	
Total UNI Hours Earned _____ Cumulative GPA _____ Expected Graduation Date _____	

REFERENCES: Provide two University personnel who are familiar with your work and would be willing to serve as references. If possible, please include at least one residence hall staff member (e.g. Resident Assistant or Residence Life Coordinator) who can speak to your qualifications. Having references from outside the residence hall community won't negatively affect your candidacy.

Name _____ Department _____

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Please answer the following questions on a separate sheet of paper and return as part of the application. Answers should be typed and correctly numbered.

- 1. Why do you want to be a Peer Academic Advisor in Residence?**
- 2. Write about three obstacles students at UNI face when trying to achieve academic success.**
- 3. List experiences you have had working with people in the residence halls and/or other organizations. Indicate positions of leadership associated with these experiences, if applicable.**
- 4. Describe your study habits and skills.**
- 5. What qualities do you possess that would make you a successful PAIR?**
- 6. What contributions do you feel you could make to the Peer Advising in Residence Program?**

Your signature will indicate that your statements are true (and your own), and that you want to be considered for a Peer Academic Advisor in Residence position.

Date: _____ Signature: _____

Academic Advising requests this information for the purpose of departmental hiring. No persons outside the University are routinely provided this information. Release of any information is governed by the Board of Regents' rules and applicable state/federal statutes. If you fail to provide this information, Academic Advising may elect not to act on your request.

**Please return to: Academic Advising, 111(i) Maucker Union, 0389
by Monday, February 18, 2008**

**Reference Form – Peer Academic Advisor in Residence Position
Academic Advising**

TO BE COMPLETED BY APPLICANT

Applicant Name: _____

Name of Reference: _____

Reference's Institution or Place of Business: _____

Position Title: _____ **Phone #:** _____

Please Choose One:

_____ **I wish to review this reference.** _____ **I waive my right to review this reference.**

Applicant's Signature: _____ **Date:** _____

Peer Academic Advisor in Residence Position Description

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To Be Completed by Reference

How well do you know the applicant (how long and in what capacity)?

Please take the time to answer the following questions about skills Academic Advising consider important to the success of a Peer Academic Advisor in Residence (PAIR). Use a separate sheet of paper to answer questions and attach to Reference form.

Skills/Knowledge Base

1. In what ways does the candidate model good academic and study behaviors?
2. What organizational and leadership qualities does the candidate exhibit?
3. How does the student communicate and relate with others?
4. What is your perception of the student's ability to take initiative in his/her work environment (approach students, prioritize tasks, self-motivate, etc.)?

Overall Impressions

5. Based on your knowledge of the candidate, what other skills does this candidate possess that would help him/her to be successful in this position.

Signature of Reference: _____ Date: _____

Address _____ Phone # _____

Please return this form to: Michele Peck, Academic Advising, 111(i) Maucker Union, Cedar Falls, Iowa, 50614-0389, by **Monday, February 18, 2008 at 5:00 p.m.** Thank you.

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