

Office for Academic & Pre-Professional Advising

Peer Advisor

Information Packet

Fall 2017

INCLUDED IN THIS PACKET

1. Information about the application and selection process
2. Application
3. Essay
4. Class Schedule Grid
5. Frequently Asked Questions

WHAT TO SUBMIT

A complete Peer Advisor packet includes:

1. Application including references
2. Essay
3. UMBC Transcript (Unofficial)
4. Fall 2017 schedule with work availability

SELECTION PROCESS

Applications are due by April 10th



Office for Academic & Pre-Professional Advising

Peer Advisor

Application Form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor/Certificate/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Professional

Programs

Experiences

Please indicate any work or extra-curricular experience that could be related to peer advising:

References:

Please provide names of two individuals, one of which should be a faculty or staff member at UMBC.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essays:

Please complete the following questions on a separate sheet of paper (typed):

1. Why are you interested in becoming a Peer Advisor?
2. What do you think are the most important things to consider when working with the following population of students:
   * Exploratory/Undecided students
   * Pre-Professional students (those interested in Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Nursing, Pre-Pharmacy for example)
3. What programs/initiatives would you like to see available for these groups?

Release of Records

I, the undersigned, hereby give permission to UMBC to release my academic and judicial records to The Office for Academic and Pre-Professional Advising as part of my application for the position of Peer Advisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Please complete the attached Fall 2017 schedule grid, including class schedule and Peer Advisor availability. Note that most hours will be available

Monday-Friday from 8:30-4:30pm, with limited hours needed Monday-Thursday from 4:30-9:00pm for campus programming. Please include availability for all hours. Final schedules will be determined by the Coordinator for Academic Advising & Programs.



Office for Academic & Pre-Professional Peer Advisor

Frequently Asked Questions

**What is the role of the Peer Advisor?**

Peer advisors work within the Office for Academic & Pre-Professional Advising to assist students with academic questions and provide outreach to the campus community regarding academic and major-related programs. Duties may include:

* Staffing the Office for Academic & Pre-Professional Advising (OAPA). The OAPA is available for students to learn more about major opportunities at UMBC, as well as to investigate professional school opportunities in the health field. Peer Advisors are responsible for providing assistance to students within the OAPA, including guiding them through the online and in print resources available, answering general questions and facilitating small group workshops on topics related to the OAPA.
* Workshop Facilitation- in addition to workshops available in the OAPA, Peer Advisors will be responsible for marketing workshops around major exploration, GEPs, course planning and post-graduate opportunities for the campus community. Peer advisors will work with professional advisors to deliver these messages to various groups, including residential students.

**What are characteristics of a good Peer Advisor?**

* Strong knowledge of academic requirements at UMBC and ability to communicate these requirements with students
* Understand and support the goals of the Office for Academic & Pre-Professional Advising
* Strong interpersonal and communication skills
* Ability to serve as role model to students
* Strong computer skills, including navigating the web and other online resources

**Who do Peer Advisors report to?**

Peer Advisors report to the Coordinator for Academic Advising & Programs within the Office for Academic & Pre-Professional Advising.

**What qualifications must Peer Advisors have?**

* Undergraduate status
* Must have at least a 2.0 cumulative GPA with at least thirty credits at time of hire, however, candidates with a GPA of a 3.0 or higher will be given priority

**How much do Peer Advisors get paid?**

First time Peer Advisors are paid $9.50 per hour. Advanced Peer Advisors with additional semesters of experience may be eligible for pay increases based on performance.

**What is the time commitment for Peer Advisors?**

Peer advisors are expected to work 5-10 hours per week, including scheduled hours staffing the Office for Academic & Pre-Professional Advising. Peer Advisors are also expected to work either Mondays or Wednesdays between 12-1pm as part of their availability, plus limited evening availability.

**What is the selection process for Peer Advisors?**

Applicants who meet minimum qualifications will be invited to participate in the interview process in late April, early May. Final selection will be made by the first week in May. Training for new peer advisors will occur in late August.

**Application Deadline?**

Applications are due by 4:30pm April 10th to the Office for Academic & Pre-Professional Advising.

**Do you have questions?**

Please contact Office for Academic & Pre-Professional Advising

410-455-2729

[arc@umbc.edu](mailto:arc@umbc.edu)

AOL IM: ARCatUMBC

***Peer Advisor Fall 2017 Availability***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Hour*** | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
|  |  |  |  |  |  |
| 8:30-9:00 |  |  |  |  |  |
| 9:00-9:30 |  |  |  |  |  |
| 9:30-10:00 |  |  |  |  |  |
| 10:00-10:30 |  |  |  |  |  |
| 10:30-11:00 |  |  |  |  |  |
| 11:00-11:30 |  |  |  |  |  |
| 11:30-12:00 |  |  |  |  |  |
| 12:00-12:30 |  |  |  |  |  |
| 12:30-1:00 |  |  |  |  |  |
| 1:00-1:30 |  |  |  |  |  |
| 1:30-2:00 |  |  |  |  |  |
| 2:00-2:30 |  |  |  |  |  |
| 2:30-3:00 |  |  |  |  |  |
| 3:00-3:30 |  |  |  |  |  |
| 3:30-4:00 |  |  |  |  |  |
| 4:00-4:30 |  |  |  |  |  |
| 4:30-5:00 |  |  |  |  |  |
| 5:00-5:30 |  |  |  |  |  |
| 5:30-6:00 |  |  |  |  |  |
| 6:00-6:30 |  |  |  |  |  |
| 6:30-7:00 |  |  |  |  |  |
| 7:00-7:30 |  |  |  |  |  |
| 7:30-8:00 |  |  |  |  |  |
| 8:00-8:30 |  |  |  |  |  |
| 8:30-9:00 |  |  |  |  |  |
| Total Hrs Requested: |  |  |  |  |  |

***Please list all work availability hours in addition to class/other commitments. List requested total weekly hours in last row. The Coordinator of Academic Advising & Programs will make the final schedule based on availability and requested hours.***