

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

ILLINOIS Division of General Studies

807 South Wright Street
Illini Union Bookstore Building, Floor 5
Champaign, Illinois 61820

The Division of General Studies (DGS) is seeking undergraduate student leaders, who are interested in being a positive influence on the DGS campus community, to assist with our New Student Registration program.

DGS is the starting point for University of Illinois students who wish to explore their options before declaring a major. The summer peer advisors will work closely with DGS advisors and administrators to gain necessary knowledge to assist incoming freshman in planning for their first semester of college.

DGS Summer Peer Advisors will:

- Learn about the academic advising profession by being an integral part of New Student Registration
- Collaborate with DGS academic advisors, administrators, and other campus partners
- Serve as a point person for approximately 1,100 new students
- Facilitate morning small group meetings for DGS students during New Student Registration
- Assist new students with course registration

A successful peer advisor candidate must:

- Be willing to work as a part of a team and collaborate with others
- Demonstrate excellent presentation skills
- Be able to solve problems independently and to think critically
- Be in good academic standing
- Demonstrate knowledge of the course explorer website and self-service
- Be a current Illinois student

Other desired qualifications include:

- Former DGS student (but not required)
- Familiarity of intercollegiate transfer process
- Knowledge of Illinois general education requirements
- Junior or Senior class standing for Fall 2022
- Demonstrated leadership experience

Candidates must be available for in-person, full day training May 15-18 and on June 5, 2023. Peer advisors will be responsible for working approximately 20-25 hours per week from June 5-July 7.

The pay for this position is \$13.50 per hour. Training dates are paid in addition to the work between June-July. Peer advisors must successfully pass a background check.

Application:

- Email a cover letter, resume and list of three references to Sierra Hollenbeck, Coordinator for Recruitment and Admissions, at sholl14@illinois.edu by 5pm on March 19, 2023. Applications received after 5pm will not be considered.
 - References should be listed with their email and phone number. We will contact references to inquire about your work history, skills, and abilities. No letters of recommendation needed.

Interested in learning more before applying? Attend an information session on:

Thursday, March 9 at 2:00pm or
Tuesday, March 14 at 2:00pm

Join Zoom Meeting

<https://illinois.zoom.us/j/8979431235?pwd=c3BhbEJGYVpQcW04aWQ2MEtRczBRdz09>

Meeting ID: 897 943 1235

Password: DGS