Western Oregon UNIVERSITY

Psychological Sciences Peer Advisor Description

Position Summary:

Thank you for being interested in becoming a Peer Advisor. Being a Peer Advisor is an honor that comes with a lot of opportunities and responsibilities. As a Peer Advisor in the Psychological Sciences Peer Advising center, you will be interacting with students and faculty and directing students to appropriate resources/faculty advisors. The Peer Advisors are each responsible for staffing the Peer Advising Center 5 hours a week for drop-in advising, attending the Peer Advisor Training Seminar the Friday before the fall term starts, attending the weekly Peer Advisor Meeting, assisting with campus recruiting events, and contributing to the assigned special project each term. Special projects may include developing programming, creating a newsletter, assisting the development and updating of online and printed advising resources, helping develop the alumni network, and assisting with programming events such as the Year End Awards Ceremony. Every Peer Advisor will also have an additional role at the center (e.g., Student Coordinator, Assistant Coordinator, Recruiting Chair, Faculty Liaison, Grad School Coordinator, etc.).

This position requires a student who is interested in working directly with students and assisting faculty advisors. No special knowledge is needed- you will receive all the training you need. Individuals must be friendly and have a willingness to gain working knowledge of the required classes in psychology, the general education requirements, and the advising and registration process for students. This position is for academic credit (2 credits a term, for a total of 6 across the year) and graded A-F, with 4 credits being able to count to your psychology major. All credits count toward the 180 needed to graduate and the 60 upper division credits

Specific Duties/Expectations of this Position:

- Commit to 3 terms of being a Peer Advisor (3 terms, Fall- Spring)
- Enroll in PSY 403 Peer Advising for 2 credits each term, for a total of 6 across the year
- Participate in the Peer Advising Training Seminar to be held the Friday before classes start in the fall, Friday Sept 22, 2023.
- Have 5 hours a week scheduled at the Peer Advising Center M-F. Our center is generally open between 10-3:30pm, but hours can vary.
- Attend the Weekly Peer Advisor Team Meeting on Mondays from 4 to 5pm
- Fulfill the duties of your additional role assignment in the center (e.g., Student Coordinator, Assistant Coordinator, Recruiting Chair, Faculty Liaison, Grad School Coordinator, etc).

- Contribute to a project each term
- Direct students to appropriate resources about majors and minors offered in Behavioral Sciences and to faculty advisor contact information
- Advise fellow peers on psychology classes and General Education Requirements
- Create a welcoming environment, providing quality student interaction during one-on-one meetings and during student programming
- Assist as needed with general organization and planning of the center including organizing and copying advising resources, creating faculty advisor profiles, folding brochures, and reviewing departmental websites

Ideal peer advisors will either possess these characteristics or have an interest and willingness to grow in these areas:

- Demonstrate professionalism when interacting with students and faculty
- Ability to maintain confidentiality when working with peers
- Ability to work independently on projects and meet deadlines
- Punctual, responsible and dependable
- Enthusiastic about psychology and helping other students
- Willingness to work with others and contribute to the success of a team

Desired qualifications:

- Students majoring in Psychology
- 3.00 GPA or higher
- We strongly encourage non-traditional students and multilingual students to apply!