

## Peer Advisor Academy

### Job Description and Key Tasks & Responsibilities

Spring 2025



#### Peer Advisor Job Description:

Peer Advisors are LaGuardia students who play an integral role in LaGuardia's advising process and supporting student success. Using their own student experiences, along with their established connections to departmental staff, Peer Advisors help students understand the College's advisement process. Peer Advisors are student leaders who guide and serve as role models for student success. Peer Advisors help students with academic planning and digital tools, and time management and study skills. Peers also introduce students to key campus and major-specific resources.

The Peer Advisor position is an on-campus job.

#### Qualifications:

- GPA of 2.8 or higher
- Have earned a minimum of 12 credits at the end of Spring I 2024
- Ability to effectively interact with students, faculty, and staff
- Desire and enthusiasm to support LaGuardia students in succeeding and graduating
- Ability to work as a team member
- Possess excellent written and oral communication skills
- Able to attend all mandatory scheduled training and debriefing meetings

#### Responsibilities:

- Meet and build rapport with students around navigating the college environment, using digital advising tools, and more. Help students become comfortable with the college environment.
- Use discretion with sensitive matters and hold student information in strict confidentiality
- With a team of other Peers, and Professional Advisors and Faculty members, support a cohort of students and meet with students as requested
- Share experiences on what it means to be a successful LaGuardia student.
- Attend departmental events and provide logistical support as needed to facilitate workshops and class visits for students around using LaGuardia's digital advising tools.
- Collaborate with Student Success Mentors in supporting First Year Seminar students around discipline-specific resources and programs.

- In collaboration with Peer Leaders, research and contribute to departmental and program resources.
- Provide support for 'walk-in' student appointments as needed
- Participate in projects; this includes supporting faculty and staff in student outreach, appointment follow-up, enrollment status, co-curricular activities, and program updates.
- Communicate key information as needed with students, colleagues, and supervisors in a professional and timely manner.
- Be aware of the curricular requirements of the major including both program core courses and Pathways General Education recommendations, as detailed in the major's curriculum guide and Degree Map.
- Have a solid understanding of LaGuardia's advisement structure and academic policies and procedures, which can be found in the LaGuardia College Catalogue.
- Have a working knowledge of and be up-to-date on key systems, including CUNYFirst, Degree Works, ePortfolio and LaGuardia's web-based advisement resources for students
- Refer students to campus resources and/or the appropriate faculty, staff, or department; know when to refer a student to another member of the team or your supervisor.

#### Additional requirement

- Represent LaGuardia Community College in a positive and professional manner. Maintain collegiality and professionalism with faculty, staff and students.
- Manage time effectively between classes, peer advising, and other commitments.
- Determine and communicate a consistent work schedule with supervisors and Peer Advisor Academy leadership.
- Work a minimum of 12 hours per week. 9am-5pm, Monday-Friday.

#### Compensation:

- Be provided with paid training and professional development opportunities
- Be a valued member of a professional and supportive team of diverse student leaders
- Further, develop your academic skills while gaining valuable professional experience.
- Earn \$17 per hour