Peer Academic Advising Program
Peer Academic Advisor (PAA) Application 2019-2020

POSITION STARTING/ENDING DATES:

Commitment for the year: Spring 2019 – Spring 2020. Training in Spring 2019, regular office hours from Fall 2019-Spring 2020. Obligations vary for some academic units, check with individual academic units for more details.

POSITION REQUIREMENTS AND COMPENSATION

MANDATORY (REQUIRED AND NON-NEGOTIABLE)
Weekly Training: Spring 2019, Thursdays 5:00 – 7:00 pm. Additional training sessions may be held by academic unit.

Spring Quarter In-Unit Training:
4 in-unit shadowing hours.

MANDATORY End of Summer 2019
"Refresher Training":
Friday September 20th, 2019, 9:00 am - 3:00 pm.

Welcome Week:
20 hours working with academic unit
(subject to budget approval).

Academic Year:
Maximum of 10 hours each week
(subject to budget approval).

Of these hours, 5 hours a quarter will be devoted to the Academic Advising Council (AAC). You must be available Wednesdays 5pm-6pm during Fall 2019-Spring 2020 to attend meetings.

Starting Pay:
$11.50/hour (Subject to budget approval).

JOB DESCRIPTION
(may vary according to each individual academic unit)

- Counsel undergraduate students in major selection, class scheduling, resource referrals, etc.

- Maintain awareness of:
  - ✓ Current course offerings and school programs
  - ✓ Major, academic unit and UCI requirements
  - ✓ University resources and support services
  - ✓ School deadlines and policies

- Offer assistance and consultation to campus organizations

- Act as a liaison between administrative personnel, faculty, and students in resolving academic advising problems

- Provide assistance for special projects with the individual academic units

- **REQUIRED/MANDATORY** attendance and participation in training seminars during Spring Quarter prior to employment

- Act as a member of the Academic Advising Council (AAC) to meet regularly with all PAAs to make recommendations for advising improvements, to discuss advising issues, and to receive further training as necessary

- Maintain an accurate record of students served through online tally system

- Be a strong advocate for UCI and its students

REQUISITE QUALIFICATIONS
What the candidate should bring to the job:

- Must be a UCI student of Junior or Senior standing by Fall 2019

- **Must intend to hold the position for one full academic year (2019-2020), including Summer 2019** if required by academic unit

- Preference given to candidates with a GPA greater than 3.0

- Good verbal and written communication skills

- Ability to respond to students in a helpful manner, one-on-one and in groups

- Ability to work and relate well with faculty and staff

- Candidate with previous experience and knowledge of UCI services and resources is preferred, but not required

COMPETENCIES TO BE ACQUIRED
What the candidate can expect to learn on the job:

- Public speaking and problem solving skills

- Experience in paraprofessional counseling on an individual and group basis

- Referral and cooperative working skills with the University staff members

- Increased awareness of University services and academic operations as well as increased intercultural fluency working with the diverse University population

- Strong communication and teamwork skills working as a part of the University staff as well as opportunity to grow as a leader in your office and advising team

- Increased familiarity of office technology, utilizing a variety of systems throughout the role

PEER ACADEMIC ADVISING PROGRAM
PEER ACADEMIC ADVISOR (PAA) APPLICATION 2019-2020

Please return this application to the academic counseling office of the academic unit to which you are applying. <u>You need to turn in a separate application for each academic unit to which you apply</u>. Please **COMPLETE** the application and **include a resume and a photo of yourself**.

DEADLINE: Friday, January 18ᵗʰ, 2019 by 4:00 p.m.
You must submit a completed application to EACH academic unit you are applying to

APPLICANT INFORMATION		
Name:		Please Attach Photo
Major(s):		
Minor(s):		
UCI Student ID#:	Current Class Level:	
GPA (Overall): E-mail:		
Cell Phone:		

Local Address:		State:	Zip Code:
City:	Best Time to Call:		
Permanent Address:		State:	Zip Code:
City:		Permanent Phone:	

Why are you interested in the Peer Academic Advisor Position and what role do you feel the Peer Academic Advisors play in the lives of students at UCI?

What co-curricular activities have you been involved with both at UCI and off-campus? Why are they important to you?

Peer Academic Advising Program
PEER ACADEMIC ADVISOR (PAA) APPLICATION 2019-2020

What qualities do you think you possess that would make you a successful Peer Academic Advisor? Please share an experience or accomplishment that demonstrates your ability to be a successful Peer Academic Advisor.

What would you like to accomplish as a Peer Academic Advisor?

Please list both fixed and pending commitments (e.g. RA/CA, Study Abroad, etc.) you have for Spring Quarter 2019 and June 2019-June 2020. Be as detailed as possible.

Please list any languages you may speak and your proficiency level in each.

How did you hear about this position?

REFERENCES: Please list two references (preferably faculty, staff, or administrators).	
Name:	Phone:
Position:	
Name:	Phone:
Position:	
If possible, list one specifically <u>work-related</u> reference:	
Name:	Phone:
Position:	

Peer Academic Advising Program
PEER ACADEMIC ADVISOR (PAA) APPLICATION 2019-2020

This page lists the academic units that are accepting applications for Peer Academic Advisors. Each academic unit has individual requirements for prospective PAAs. Please indicate the academic unit you are applying to by marking an 'X' in the column that reads "Apply Here." Applying to multiple academic units does not guarantee a position, but each will need to know if you are being considered by another academic unit.

You must submit a completed application to <u>EACH</u> academic unit for which you are applying.

SCHOOL/DEPARTMENT	APPLY HERE	SUMMER 2019 WORK HOURS (SPOP)	MUST BE A MAJOR IN SCHOOL/DEPARTMENT
School of the Arts	☐	Required	YES
School of Biological Sciences	☐	Required	YES
School of Business	☐	Strongly Encouraged	Business Administration major or Accounting/Management /Entrepreneurship minor
Campuswide Honors Program*	☐	Strongly Encouraged	YES
School of Education	☐	Strongly Encouraged	YES
School of Engineering	☐	Strongly Encouraged	YES
School of Humanities	☐	Required	YES
School of Information and Computer Sciences	☐	Required	YES
School of Nursing	☐	Required	YES
Department of Pharmaceutical Sciences	☐	Required	YES
School of Physical Sciences	☐	Required	YES
Dept. of Population Health & Disease Prevention/Program in Public Health	☐	Required	YES
School of Social Ecology	☐	Strongly Encouraged	YES
School of Social Sciences	☐	Required	YES
Undergraduate/Undeclared	☐	Required	NO

** The Campuswide Honors Program requires that its PAA applicants fill out the CHP application instead of the general campus application; copies are available online at http://honors.uci.edu/academics/academic-advising/peer-academic-advisors/paa-job-description/.

APPLICANT SIGNATURE:

I have completed the application honestly and to the best of my ability and agree to the **REQUIRED** training requirements during Spring 2019 on **Thursdays from 5pm-7pm**, as well as the **REQUIRED** end of Summer Refresher training on **Friday September 20th, 2019**. I agree to attend Academic Advising Council (AAC) meetings on **Wednesdays from 5pm-6pm throughout the academic year 2019-2020**. The time spent in AAC meetings will be deducted from hours worked in the academic unit to maintain a maximum of 10 hours (subject to budget approval) worked per week.

Applicant Signature: _____   Date: _____

PLEASE REMEMBER: Attach a picture and copy of your resume with your completed application.