General Job Description

The purpose of the Student Success Center is to coordinate an intentionally-designed, comprehensive array of programs, resources, and services that guide students to degree completion at USC through promoting academic goal-setting and skill development, personal transition to the university setting, and effective decision-making.

*Cross Campus Advising at the University of South Carolina promotes intentional academic decision-making by conveying relevant programmatic information, facilitating academic exploration, encouraging short- and long-term planning, and making referrals to appropriate campus resources.*

*The mission of the Peer Advising program at the University of South Carolina is to provide an individualized peer-to-peer advising experience which promotes intentional academic decision-making as an essential component of personal, professional, and academic success.*

The role of the Peer Advisor will be to work with students on an individual basis, assessing and enhancing their advising experience at the University of South Carolina. The Peer Advisor will work with Cross Campus Advising professional staff members to create an environment where students feel comfortable and secure in their advising experience.

Guidelines and Expectations

The Peer Advisors affiliated with the Student Success Center’s Peer Advising program will be responsible for the intake and assessment of students who are still deciding on their major. The Peer Advisor will hold an initial meeting with the student, using this time to discuss the student’s academic interests, as well as identifying majors and fields of study pertinent to these interests.

Essential Functions

A Peer Advisor will fulfill these four functions:

- **Guide**
  - Enthusiasm to work with fellow students and a strong desire to help them succeed
  - Help students stay on course, navigate the system (due dates, app requirements), circumvent potential obstacles or stumbling blocks to success that commonly occur at certain times or stages in the college experience

- **Meaning Maker**
  - The capacity to work cohesively in a team environment with fellow Peer Advisors and professional/graduate staff utilizing interpersonal communication skills and critical thinking
  - Help students understand the ‘why’, make sense of the college experience and academics and enabling them to see the “connection” between their present academic experience and their future plans

- **Referral Agent/ Connector**
  - Enabling students to seek out appropriate resources, and connect students with relevant academic support and student development services in a timely and sensitive manner
  - Aware of diversity and special populations of students and the services these students may need outside of CCA
Peer Advising Program Application  
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Student Success Center

- **Trouble Shooter**  
  - An understanding of curriculum requirements, application deadlines, important academic dates, and university policies  
  - Understands how to fix problems the students don't/can’t do on their own and resolves issues that “fall between the cracks”

**Qualifications**

All applicants must be a continuing student enrolled full time at the University of South Carolina- Columbia, and be in good academic and financial standing. All Peer Advisors must have completed at least 30 credits of coursework at the time of application, and hold a minimum cumulative grade point average of 3.0. All students must be able to work ten hours per week, and be available to participate for the entire academic semester.

**Employment Schedule**

Peer Advisors are expected to attend all initial and ongoing training sessions/ staff meetings held during the Spring 2013 semester. Peer Advisors begin working during the first week of classes, and continue working throughout the last week of classes prior to exam week. They are also expected to attend one supplemental training and supervision meeting once per week during the semester, which are counted in their ten hours. A monthly staff meeting is held outside of regularly assigned hours but Peer Advisors are compensated in their paid hours.

**Compensation**

All Peer Advisors will be paid $8.00 per hour for each hour they work. Peer Advisors work ten hour per week.

**Selection Process**

*Completed applications should be turned in at the front desk in the Student Success Center (Mezzanine Level of Thomas Cooper Library), by 5:00 pm Friday November 9th, 2012.* Upon submission, all candidates will sign up for a group interview. All candidates will participate in the group interview and, upon invitation, will then sign up for an individual interview with Alaina Vinacco and members of the Peer Advising Steering Committee. Final selection of the Spring 2013 Peer Advisors will be dependent on the group interview, personal interview, application, and references, as well as academic qualifications. All candidates will be informed of their final status via email by 5:00 pm Friday, November 20th, 2012.

*Note: If USC staff or faculty has submitted a nomination on your behalf, you are exempt from turning in one of the two required recommendations.*

**Additional Information**

If you have any questions, please contact Alaina Vinacco in the Student Success Center (Thomas Cooper Library- Mezzanine Level) at vinaccoa@mailbox.sc.edu or (803)777-4170.
Name: ________________________________ Date: ____________________________

Local Address: _________________________________________________________________________________________________

Phone: ________________________________ Email: ________________________________

Current Major: __________________________ Current Minor: __________________________

Expected Graduation Date: ____________ CUM Grade Point Average: ________________

Number of Credit Hours Earned at USC Thus Far: ________________

Please List Other Activities in Which You Are Currently Involved

Please List Other Activities You Intend to Apply for During the 2012-2013 Academic Year

What Attracted You to the Peer Advising Position?
What Qualities and Characteristics Do You Think You Bring to the Position of Peer Advising?

Please list the contact information for the two people you would like to have provided a reference on your behalf. One reference must be from a faculty member. Theses references will be contacted with a link to an online reference form to be completed by November 16th, 2012.

1. Faculty Member Reference
   Name: ________________________________________ Phone: __________________
   Email: _______________________________________

2. Faculty or Staff Reference
   Name: ________________________________________ Phone: __________________
   Email: _______________________________________

3. Faculty, Staff or Student Leader Reference (optional)
   Name: ________________________________________ Phone: __________________
   Email: _______________________________________

I hereby authorize the above named references to release academic and personal data relevant to my Peer Advisor application. I further attest to the accuracy and validity of information supplied in my application. I agree to allow application and reference material to be viewed by any such person directly involved in application process and position appointment.

_________________________________________  ______________________
Signature                                      Date

All applications are to be turned in at the front desk of the Student Success Center (Thomas Cooper Library-Mezzanine Level) by 5:00 pm on Friday, November 9th, 2012.

Thank you for your application! We look forward to meeting with you, and discussing the Peer Advising program with you.
Notification of Spring 2013 Training Dates and Times

Please initial next to each training or event date/time to indicate that you will be able to attend. If you know that you will NOT be able to attend certain trainings or events, do not initial next to them.

_____ December 7, 2012 – 3:00pm-5:00pm – Welcome Staff Meeting
_____ January 7, 2013 – 1:00pm-5:00pm – New PA Training Day 1
_____ January 8, 2013 – 9:00am-4:00pm – New PA Training Day 2
_____ January 9, 2013 – 9:00am-4:00pm – New PA Training Day 3
_____ January 10, 2013 – 9:00am-4:00pm – New PA Training Day 4
_____ January 11, 2013 – 9:00am-4:00pm – New PA Training Day 5
_____ January 25 2013 – 3:00pm-5:00pm – Staff Meeting/Training
_____ February 22 2013 – 3:00pm-5:00pm – Staff Meeting/Training
_____ March 22 2013 – 3:00pm-5:00pm – Staff Meeting/Training
_____ April 26 2013 – 9:00am-4:00pm – Staff Meeting/Training

By signing below, I acknowledge that I am committing to attend all training and events that I have initialed above. I understand that failure to attend training and events which I have initialed may result in a series of consequences, including termination of my position as a Peer Advisor.

____________________  ____________________
Signature                      Date

Thank you for your application! We look forward to meeting with you, and discussing your interest in the Peer Advising program.