Peer Advising Program Application
University of South Carolina
Student Success Center

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**
  - Show 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 stages in the college experience

- **Meaning Maker**
  - 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 enable them to see the “connection” between their present academic experience and their future plans

- **Referral Agent/ Connector**
  - Enable students to seek out appropriate resources, and connect students with relevant academic support and student development services in a timely and sensitive manner
  - Demonstrate awareness of diversity and special populations of students, as well as the services these students may need outside of CCA
• **Trouble Shooter**
  - Develop an understanding of curriculum requirements, application deadlines, important academic dates, and university policies
  - Learn how to fix problems the students don’t/can’t do on their own and resolve issues as able

**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 attend training during the week before classes start as specified in this application, begin working their regular hours during the first week of classes, and continue working through the last day of classes. They also attend one supplemental training and one supervision meeting each week throughout the semester, which are counted towards their ten hours. One two-hour monthly staff meeting is held outside of regularly assigned hours each month, but Peer Advisors are compensated for these two extra 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**

_The application should be printed from this document, and completed applications should be turned in at the front desk of the Student Success Center (Mezzanine Level of Thomas Cooper Library), by 5:00 pm Friday November 9th, 2012._ When submitting the application at the SSC, 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 a USC faculty or staff member has submitted a nomination on your behalf, you are only required to turn in one of the two requested references.*

**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.