POSITION SUMMARY
QUEEN’S UNIVERSITY – STUDENT VOLUNTEER

POSITION TITLE: Peer Advisor
DEPARTMENT: Student Services, Faculty of Arts and Science
GRADE: Student Volunteer Position
Term: May 2020 – April 2021

JOB SUMMARY:
The Peer Academic Support Service (PASS) is a volunteer service that is run through the Faculty of Arts and Science to assist first-year students. The service is designed to ease student transition into university and to promote academic success. Peer Advisors address common questions and concerns (including scheduling, plan requirements, SOLUS, and selecting courses) during confidential, non-judgmental advising sessions. PASS also deliver brief presentations at key periods during the year to address common questions and concerns of first-year Arts and Science students, such as preregistration for second year plans and courses.

TIME COMMITMENT & RESPONSIBILITIES:
• Peer Advisors would be expected to volunteer approximately 2 hours per week during the academic year to hold advising session in the Student Services Division Office. The position will require approximately 4 hrs per week during the first 1-3 weeks of each term (September and January).
• Attend mandatory training sessions – typically a 3 hr training session in Aug/Sept and January along with monthly staff meetings for approximately 1-2 hrs per month.
• Presentations to first year classes in the Winter term as well as participation in other recruiting/outreach events such as Fall preview, Degree Plus, Major’s Night, and March Break Open House

BENEFITS OF BEING A PEER ADVISOR:
• Meet new people
• Gain presentation and leadership experience
• Learn details about academic policies within the Faculty of Arts and Science at Queen’s
• Help others by sharing knowledge
• Gain valuable experience in confidential advising

REQUIRED QUALIFICATIONS:
• Currently enrolled in an Arts and Science degree program at Queen’s University
• An academic Grade Point Average of 1.9 or greater
• Knowledge of the Queen’s Faculty of Arts and Science degree programs
• Accountability and commitment to volunteer responsibility
• Familiarity with Campus services (Learning Commons, Career Services, Student Wellness Centre)
• Experience with extra-curricular involvement and volunteering considered an asset
• Enthusiasm for the position and helping others
Peer Advisor Application Information

Faculty of Arts and Science
Peer Academic Support Service (PASS)

Due: Monday, Feb 17 2020 at Midnight

The application process consists of a written application and a group interview.

Applicants will be contacted by Wednesday, February 26th as to whether or not they have been invited to the interview.

Interviews are planned for Monday March 2nd to 4th. We have a combination of morning, afternoon and evening blocks.

Feel free to be as creative and detailed as you wish on your written application. Applications will be selected on relevant experience, extra-curricular involvement, and quality of responses. Your year and program will also be taken into consideration.

Please submit your application by sending in your resume and cover letter as a PDF document via email to pass@queensu.ca. Please address the questions in the next page in your cover letter.

You must be able to attend the one of group interview times, if invited, to receive further consideration for a Peer Advisor position.

Any questions can be directed to the current PASS Coordinators: Allison Gowanlock or Yonie Ye at pass@queensu.ca

The Faculty of Arts and Science WILL access applicants’ marks and registration information as part of the selection process.
**Application Questions**

Please address these questions when preparing your cover letter.

1. I will be a ___ (2nd, 3rd, 4th, 5th) year student in **September 2020**.

2. What interests you about working with the Peer Academic Support Service and what relevant skills and/or experience would you bring to the service?

3. Describe a situation from your first year of university that you could use in order to relate to a student you are advising.

4. What do you think are the 3 most common concerns of 1st year students? Describe how these concerns might be useful in relating to students as a PASS Advisor.

5. In your opinion, what are the 3 most important qualities in a Peer Advisor?

By applying for a Peer Advisor position, you are agreeing to make a time commitment should you be hired. The required time commitment is approximately 4 hrs. per week during weeks 1 & 2 of each term, and approximately 2 hrs. per week during weeks 3-12. As well as volunteer for events such as Fall Preview, Major’s Night, March Break Open House, Plan Selection Presentations to 1st year classes and mandatory training sessions in both terms.

6. What other time commitments do you plan to have next year (sports, volunteer, or paid work)? How do you plan to balance these commitments with being a Peer Advisor?

Please submit your application by sending in your resume and cover letter as a **PDF document** via email to *pass@queensu.ca*.

**Deadline: Monday, Feb 17 2020 at Midnight**