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 2022 – April 2023

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 appointments in the Student Services Division Office in Dunning Hall or remotely. The position will require approximately 4 hrs per week during the first 2 weeks of each term (September and January).
• Attend mandatory training sessions – typically a 3 hr training session in September and January along with monthly staff meetings for approximately 1-2 hrs per month.
• Participation in other recruiting/outreach events such as Fall Preview, Majors Night, and March Break Open House

BENEFITS OF BEING A PEER ADVISOR:
• Gain experience in confidential advising
• Gain presentation and leadership experience by representing the Queen’s Faculty of Arts and Science
• Learn details about academic policies within the Faculty
• Support first year students who are experiencing academic challenges and/or stress
• Opportunity to learn additional transferrable skills
• Meet and work with new people

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: March 11th, 2022 at 11:59pm EST

The application process consists of a written application and an individual interview

Successful applicants will be contacted by March 14th for an invitation to the interview. Interviews are planned for March 21st to 25th and will be available during morning, afternoon, and evening blocks.

Feel free to be as creative and detailed as you wish in your answers to the application questions below. Applications will be selected on relevant experience, extra-curricular involvement, and quality of responses. Your year, program, and plan will also be taken into consideration to ensure the PASS team is representative of the diversity within the Faculty.

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

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

Any questions can be directed to the current PASS Coordinators: Sanyu Rashford or Celine Tsai 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 answer the following in 150-250 words per question (excluding the first question).

1. I will be a ____ (2nd, 3rd, 4th, 5th) year student in September 2022.

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? How would you help address those concerns as a Peer 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, Majors Night, March Break Open House, 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 your response as a PDF document via email to pass@queensu.ca.

Deadline: March 11th, 2022 at 11:59pm EST