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 2021 – April 2022

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
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- 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