

Student Success & Retention Services (SSRS)

Peer Advisor Position

Job Description

- * Work directly with the SSRS Peer Advisor Supervisor and with other students providing guidance, information, advice, and academic study group sessions related to the SSRS programs

Qualifications

- * Must be in active standing with a SSRS program (First Year Experience, Puente Project, Sankofa Scholars) and have completed a full-year with one of our cohort programs
- * Enrolled in at least 6 units at De Anza College throughout the school year
- * Maintain a 2.5 or higher grade point average
- * Willingness to assume leadership roles
- * Demonstrate commitment to the increase understanding of, and respect for diverse student groups (sexual orientation, cultural, gender, disability)
- * Good communication skills
- * Must be able to facilitate academic study group sessions in either English and/or Math (Must have a B+ average)

Job Responsibilities

- * Maintain access to the SSRS center by checking in students for drop-in advising, appointments, computer lab usage, etc. through the front desk
- * Perform various clerical and administrative duties related to program or function, such as compiling information from a variety of sources and communicate with other departments
- * Operate a computer, assigned software systems, and other office equipment, as necessary. This will include checking voicemails, emails, monitoring peer assignments log, and other databases/forms created for SSRS program
- * At least once a quarter, meet with SSRS program participants as part of their SSRS participant agreement, develop academic and personal enrichment workshops, and plan a social activity or event for SSRS participants
- * Provide assistance with SSRS activities and events, including phone calls, emails, list-serve to advertise events, student sign-ups and follow-up with prospective students, as well as day of event duties: set-up, information tabling, and clean-up
- * Assist in developing current outreach materials, flyers, program newsletters, regular list-serve and website updates, including recruitment for Summer Bridge
- * Participate in outreach events and program activities to promote program and services with information tabling
- * Attend weekly peer advisor meeting and ongoing trainings
- * Assist SSRS staff, counselors, and advisors with SSRS various projects and activities
- * Facilitate academic study group sessions in the SSRS Center

How to Apply

- * Submit a powerpoint presentation, flyer, or video (be creative) highlighting
 - your work/volunteer experience
 - relatable/transferable skills
 - educational courses, workshops, and trainings that may prepare you to mentor, lead, and advise students
- * Submit an one-page statement of purpose stating the reasons why you would like to be a Peer Advisor, your involvement with SSRS (through First Year Experience, Puente Project, Sankofa Scholars), and one project/activity you would like to bring to SSRS if you were selected as a Peer Advisor

Please submit both your presentation and statement of purpose to Randy Claros via email - clarosrandy@deanza.edu by Thursday, May 17, 2012 - 5:00pm.