

SASS Peer Advisor Program

Are you interested in working with the Student and Academic Support Services (SASS) and Academic & Career Advising (ACA)?

Visit CODA Job ID#17 for more details about the position

For more information, visit: www.evergreen.edu/advising/peer-advisors

Job Description

SASS Peer Advisors are an important part of Evergreen's student support system. The Student and Academic Support Services (SASS) office together with the Academic & Career Advising office (ACA) employ students as SASS Peer Advisors each academic year. These students work primarily in the SASS front office or at additional ACA work stations assisting students who call, e-mail, or visit our office for academic or career advice, or are looking for a connection with one of the other SASS departments. They are responsible for welcoming all visitors to SASS, for possessing a broad knowledge of each SASS department's role in their support of students, to make referrals to appropriate support services as needed, as well as a wide variety of office tasks, special project work, and on-going learning about how Evergreen works. SASS Peer Advisors can expect to be challenged in many ways. As SASS Peer Advisors gain expertise in their support role, they are encouraged to take on more direct peer to student advising as it relates to academic planning or campus community life coaching.

Qualifications

SASS Peer Advisors should enjoy working with students to help them successfully navigate their education at Evergreen. The peer advisor is not a trained counselor, but should be able to listen empathetically and refer students appropriately based on their needs. Since this is a learning experience and continual training is provided, an extensive background in advising is not required. However, an applicant's willingness to learn about academic/career advising, effective communication, college resources, conflict resolution and student development dynamics is crucial. Additionally, qualified applicants should have at least six months experience working in direct service with the public, preferably in an office setting and a minimum of two quarters as an Evergreen student.

Peer Advisor responsibilities:

- To provide a welcoming and helpful atmosphere for all visitors to SASS.
- To participate in all meetings and training events.
- To be on time and ready to work.
- To listen carefully to instructions, and to ask for clarification whenever a question arises.
- To follow through mindfully on assigned projects, communicating important details clearly with other staff.

A Peer Advisor cultivates:

- The ability to work as a member of a team, follow directions, offer suggestions, and—at times—work independently.
- The ability to work effectively in a collaborative, culturally diverse environment.
- The ability to use sound judgment, tact, and diplomacy to deal with a variety of situations that require empathetic communication, a strong knowledge of Evergreen, understanding of the role of our office and other offices, and the resources available to help meet students' needs.
- The ability to exercise initiative in problem-solving, finding solutions based on experience, consultation, and sensitivity to a variety of issues.
- The ability to do work requiring a high degree of accuracy and attention to detail in a very busy office environment.
- The ability to use computer technology to process text, e-mail and spreadsheets, and to navigate Internet resources.
- The ability to work for extended periods of time at a desk/computer.
- The ability to communicate clearly and respectfully in speech and writing.

Specifics:

The Academic & Career Advising office is open year-round. During the academic year the hours vary from 8-6pm Mon-Friday. Peer Advisors are paid \$11 per hour, and are expected to work between 10-19 hours per week. There will be a required training in mid-September before classes begin. Becoming an expert SASS Peer Advisor takes a great deal of time and training, therefore we ask for a one-year minimum commitment from all new hires.

Application Process:

To apply, please submit an [application](#), together with your resume and contact information for three references to:

Katherine McGee: mcgeek@evergreen.edu

Sarah Daniels: danielss@evergreen.edu

Application Deadline is May 12, 2017 at 11:59pm.

For more information, please call Academic & Career Advising (360) 867-6312.