Peer Academic Advisor Application

Application Deadline: Friday, April 24 by 12:00pm
Recommendation Deadline: Friday, May 1 by 12:00pm
Interview Timeframe: Wednesday, April 29 - Friday, May 1
Position Notification: Wednesday, July 8

- Turn in completed applications to Center for Academic Advising, Retention and Transition (CAART), located in Student Union Building I (SUB I), room 3500
- Applicants will be informed of 30 minute individual appointments on Monday, April 27

For more information, please contact:
Melitta Igwe
Senior Academic Advisor, Peer Academic Advisor Coordinator
Center for Academic Advising, Retention, and Transitions
meast2@gmu.edu

Peer Academic Advisor Job Description

The Peer Academic Advisor (PAA) position is one in which students will offer academic guidance and personal insight to their peers. The PAA team will consist of sophomores, juniors, and seniors who will be specially trained to assist students who are currently undeclared or thinking about changing their major. By offering their unique insight as fellow students, PAAs serve as an integral part of the CAART team. In addition to general academic advising, PAAs will be asked to develop and maintain a working knowledge of university resources, policies, and procedures, and to make appropriate referrals when necessary.

Qualifications:

- Current GMU student with at least 30 credit hours by start date
- Good academic standing, must maintain a minimum 2.5 GPA
- Must be comfortable working with students from a variety of academic disciplines
- Must be open to working as a team alongside CAART faculty, staff, and fellow PAAs
- Excellent listening, written, and oral communication skills
- Ability to respond to students in a helpful manner, both in one-on-one settings and small groups

Time Commitment:

The PAA position is a year-long (August 31-May 1) position during which students will work 8-10 hours/week in accordance with peak advising times throughout each semester.

Additional Responsibilities:

- Assist undeclared students with major and minor exploration
- Hold individual advising appointments and assist with walk-in advising
- Assist students in learning how to read and use their Degree Evaluation
● Encourage student involvement, time management, internship, study abroad and research opportunities
● Attend trainings and periodic informational meetings with co-workers and CAART staff
● Engage in follow-up correspondence with previously advised students
● Maintain an electronic record of all student appointments
● Participate with co-workers in PAA program planning and execution
● Participate in outside events (both within CAART and other offices)
● Create one “PAA Blog” post per semester on a relevant topic of choice

Compensation:

● Peer Academic Advisor will be paid $800 to be divided between the fall and spring semester. Payments will be bi-weekly during the academic school year.
● The PAA position includes a performance evaluation at the end of each semester. The evaluation process will include a PAA self-evaluation and a performance review by the PAA coordinator. Payment is dependent upon satisfactory performance.

Peer Academic Advisor Timeline

Fall 2015:

August/September: Attend PAA training, shadow Advisors, and practice advising
October: Begin advising students independently and planning PAA program, present at UNIV 100 courses
November: SPRING REGISTRATION/PEAK ADVISING
December: Walk-in hours and individual appointments, winter break

University Dates:
First day of classes: August 31, 2015
Thanksgiving recess: November 25 - 29
Final exam period: December 14 - December 21

Spring 2016:

January: Winter break ends, PAAs will attend “Refresher Training”
February/March: Walk-in hours and individual appointments, spring break
April: FALL REGISTRATION/PEAK ADVISING
May: Walk-in hours and individual appointments, summer break

*Please note the above dates are subject to change*
Peer Academic Advisor Contact Information

I. Applicant Information

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<th>First Name:</th>
<th>Last Name:</th>
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| Phone: | Mason Email Address: | Current GPA: |

| Major/Intended Major: | Minor: |

Class standing in Fall 2015: __ Sophomore  __ Junior  __ Senior

II. Applicant Availability

1. Do you currently hold any other work positions? Hours/week?

2. Please list your academic, extracurricular commitments, student organizations, Greek Life, internships, leadership positions for the 2015/2016 academic year:

3. Do you plan to apply to other on-campus work positions and/or leadership opportunities for the 2015/2016 academic year?

4. Are there extended timeframes during which you will be unavailable?

III. Applicant Additional Information

1. Please provide an updated resume that addresses your skills relevant to the Peer Academic Advisor position.

2. Please provide your Fall 2015 class schedule. In addition, provide hours you are available to work for the fall semester. Please note, PAAs are expected to work at least 8 hours/week.
3. Interview availability for Wednesday, April 29 - Friday, May 1. Please check any of the times you are available. If none of these times work for you, please provide additional availability.

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Additional dates, if necessary:
**Peer Academic Advisor Recommendation Form**

*Center for Academic Advising, Retention, and Transitions*

**Due:** Friday, May 1 by 12pm

3500 SUB I, ATTN: Melitta Igwe

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**Applicant Name:**

**Name of Reference:**

**Organization:**

**Phone Number:**

**Relationship to Applicant:**

*Recommendation form should be returned in a sealed envelope*

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Please complete the below chart. If you prefer, you may attach a separate letter of reference.

Please use this scale to rate the applicant:

- 5 = superior
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor Performance
- UA = Unable to Access

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**Communication Skills**

**Ability to work with others**

**Maturity and sense of responsibility**

**Ability to take initiative**

**Work independently**

**Receive constructive feedback**

**Time management skills**

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**Additional information:**

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*Please note: No student recommendations*
Peer Academic Advisor Waiver Forms

An original signature is required on this form. Typing your name does not suffice.

**Peer Academic Advisor Disciplinary Waiver Form**

I agree to allow a representative of the Center for Academic Advising, Retention, and Transitions to access my confidential disciplinary files in order to verify my current disciplinary standing at George Mason University for the purpose of the Peer Academic Advisor selection.

_______________________________  ________________________________
Print Name       G#

_______________________________  ________________________________
Signature       Date

**Peer Academic Advisor Academic Records Waiver Form**

I agree to allow a representative of the Center for Academic Advising, Retention, and Transitions to access my confidential academic records in order to verify my current academic standing at George Mason University for the purpose of the Peer Academic Advisor selection.

_______________________________  ________________________________
Print Name       G#

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Signature       Date