

NORTHERN ARIZONA UNIVERSITY
Multicultural Student Center
PO Box 5677
Flagstaff, AZ 86011-5677

STAR 2010 PEER ADVISOR APPLICATION INFORMATION

PEER ADVISOR QUALIFICATIONS

1. Currently enrolled full-time at NAU.
2. Work-study or student-wage eligible.
3. Maintain an overall GPA of 2.50 or higher.
4. Able to work 30 hrs/week during the STAR Program and 15-20 hrs/week during the fall and spring semesters.
5. Ability to multi-task and communicate effectively.
6. Demonstrate sensitivity and empathy toward student concerns.
7. Junior standing or higher preferred.

PEER ADVISOR RESPONSIBILITIES

1. Assist students in transitioning to the university environment.
2. Develop the trust, respect, and confidence of assigned students.
3. Assist with academic support for assigned students.
4. Establish and maintain weekly contacts with assigned students during the STAR program, and at least three meetings per semester during the academic year.
5. Review and share grade reports with students and make appropriate recommendations.
6. Maintain individual student files and records that are accurate and up to date.
7. Understand the financial aid process and advise students appropriately.
8. Understand the career development process and advise students appropriately.
9. Know when to make appropriate referrals to other support areas.
10. Attend all peer advisor meetings including orientation and training sessions.
11. Assist students with drop/add and enrollment procedures.
12. Become knowledgeable of services provided by the MSC.
13. Become knowledgeable of liberal studies and major requirements.
14. Assist in outreach efforts (i.e. presentations, open houses, etc).
15. Assist with the Multicultural Student Monthly Threads Newsletter.
16. Become knowledgeable of other student services at NAU.
17. Develop helpful relationships with various faculty/staff on campus in order to better support assigned students.
18. Know and use emergency procedures. Recognize a crisis situation and respond appropriately.
19. Advise STAR students, where appropriate, and refer those with problems that appear to be more serious to the Senior Program Coordinator or appropriate staff member.
20. Assist full-time staff in program related projects and assignments.
21. Able to complete and pass a two credit student development course with a B or better in the spring semester.
22. Assist in all other duties as assigned by your supervisor.

EMPLOYMENT DATES

Summer Program May 24 to July 2, 2009 and two 4-hour spring semester trainings on a Saturday
Fall Semester 2010 & Spring Semester 2011

APPLICATION PROCEDURE

- Completed Application
- Resume
- One letter of reference

Application Deadline: Friday, November 13, 2009 at 5:00 p.m.

If you have additional questions, please call Traci Harvey at 523-6971.

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STAR 2010 PEER ADVISOR APPLICATION
IMPORTANT NOTE: THIS APPLICATION COVERS STAR 2010
PLUS THE ACADEMIC YEAR 2010-2011

Personal Information (please type or print clearly)

Name: _____ Student ID No.: _____

Present Address: _____

Street/PO Box City State ZIP

Phone No.: _____ Message Phone No.: _____

Permanent Address: _____

Street/PO Box City State ZIP

Education Record

Major: _____ Minor: _____ Class Status: Jr. Sr. Grad.

Hours Completed: ___ GPA: _ Were you a STAR Participant? Y N

Are you currently enrolled at NAU? Y N

Are you eligible for: Work Study Student Wage

How many hours do you plan to take during fall semester 2010? _____

How many hours do you plan to take during spring semester 2011? _____

Do you have any peer advising experience (college or high school)? Please list:

Essay Questions (Please type or print clearly on a separate piece of paper):

Why are you interested in working in the Peer Advisor Program?

What are your educational goals?

Elaborate on what experiences you have had that would assist you in the role of Peer Advisor.

**PLEASE RETURN COMPLETED APPLICATION TO LEADS CENTER FRONT DESK
BY 5:00 PM, NOVEMBER 13, 2009.**

Authorization

I authorize the Multicultural Student Center Peer Advisor Interview Committee to have access to my academic record.

Applicant Signature: _____ Date: _____