

# IB PEER ADVISOR APPLICATION 2012-13



Dear Applicant,

Thank you for your interest in being an IB Peer Advisor for the 2012-13 academic year. These positions provide valuable opportunities for students to gain practical skills in the areas of advising, administration, and public speaking while creating an IB community in the undergraduate advising office.

Please read the entire application carefully before applying. It contains detailed information about the application process.

Included in this packet you will find:

- a detailed job description -- it is extremely important that you read and understand all of the components of the peer advisor position before applying,
- a one page application form, and
- information about the application process (this sheet).

Complete application packets are due Friday, **March 2 at 4:00 pm.**  
Submit applications to **Amber Dillon** in 3060 VLSB or via email at **amdillon@berkeley.edu**  
*Only complete application packets will be accepted and considered.*

**To apply, please submit the following as one complete packet:**

<b>The Application Form</b>	Print clearly or type using the attached form.
<b>Question Response Page</b>	Printed on a separate page
<b>A Current Resume</b>	Please include any pertinent work experience, including lab or research positions.

## The Interview

Top applicants will be called back for an individual interview lasting approximately 30 minutes between March 7-21, 2012. The IB staff and current peer advisors will interview candidates.

## Important Dates

<b>March 2</b>	Applications are due to Amber Dillon via email, or in 3060 VLSB by 4:00 pm.
<b>March 7 - 21</b>	Peer Advisor Interviews
<b>March 23</b>	Last day decisions will be emailed to all applicants
<b>April 2</b>	Deadline to accept or decline the position by 4:00 pm.
<b>April 4 – April 18</b>	Peer advisor shadowing
<b>May 15</b>	Commencement, 12:30pm
<b>August 22</b>	First day of peer advisor training

## Need More Information?

Contact Amber Dillon at the IB Undergraduate Student Services Office at [amdillon@berkeley.edu](mailto:amdillon@berkeley.edu), or email one of the peers at [ibpeeradvising@gmail.com](mailto:ibpeeradvising@gmail.com)

# IB PEER ADVISOR JOB DESCRIPTION 2012-13



Working directly with and supervised by Amber Dillon, Peer Advisors provide general information to undergraduate students regarding the IB major; offer career and graduate school information, and participate in major-related events.

## QUALIFICATIONS

1. Peer Advisors must be registered students at the University of California at Berkeley.
2. Peer Advisors must be declared IB majors OR be eligible to declare by fall 2012.
3. Peer Advisors must have at least one semester of experience at UC Berkeley.
4. Peer Advisors must be in good academic standing.
5. Prior advising or related experience is desirable though not required; familiarity with Berkeley campus resources is helpful.

## TERMS OF THE POSITION

1. The position begins on 8/22/12 and continues through the end of the spring semester.
2. Peer Advisors are supervised by Amber Dillon of IB. Continued employment is contingent upon satisfactory job performance evaluation by the office manager.
3. Peer Advisors are expected to work 3 hours per week for drop-in advising, 1 hour training meetings on Tuesdays, from 8-9 am, and time devoted to events.
4. Peer Advisors have the option of receiving 2 units of IB 198 credit on a P/NP basis. Grading is based on attendance, punctuality, and fulfillment of duties.

**The following describes some of the general duties of this position.**

### 1. ADVISING

- (a) Provide 3 hours per week of walk-up advising at the peer advising desk in 3060 VLSB.
- (b) Provide general information to undergraduate students regarding major requirements and procedures using resources such as the major handbooks, informational flyers and various forms.
- (c) Assist students with course schedule planning and declaring a major.
- (d) Provide general information about career and graduate school options.
- (e) Make appropriate referrals to professional advisors, campus services, resources and events.

### 2. TRAINING AND MEETINGS

- (a) Participate in training meetings throughout the semester on Tuesday, 8-9 am.

### 3. PROGRAMMING AND PUBLICITY

- (a) Assist USSO and student clubs with events, as needed.
- (b) Give presentations to student groups about the IB major.
- (c) Assist the USSO advisors with academic and career-related programs, such as Cal Day.

# IB PEER ADVISOR APPLICATION 2012-13



Deadline to apply: Friday, March 2, at 4:00 pm

Today's Date	SID Number
Name	
Email address	
Expected Graduation Date (semester and year)	
Track <input type="checkbox"/> Ecology, Evolution & Organismal Biology <input type="checkbox"/> Human Biology & Health Sciences	
Post-graduate plans?	
<p>Please include typed responses to the following questions on a separate page. Each response should be limited to 300 words or less.</p> <p>1. Describe one of your most impactful experiences you've had at Cal. How would this experience contribute to your success as a peer advisor?</p> <p>2. What do you hope to gain by being a peer advisor? How will this position contribute to your future endeavors?</p>	

*I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for employment termination. Additionally, I understand that I may be subject to dismissal if I fail to meet the requirements for employment and remain a registered student at the University.*

**The University of California is an Equal Opportunity Employer.**

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Your Signature

Today's Date