Social Ecology
Peer Academic Advising
Info Session
2013-2014

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Peer Academic Advisor
What is Peer Advising?

- One-on-one academic advising
- Help students with class scheduling, choosing majors, changing majors, degree requirements, graduation requirements
- Help students to be academically successful
- Create and present workshops
  - Time management,
  - How to Use Your Degree Audit
  - How to Apply for Field Study
A Day in the Life …

- 8:55 AM – arrive at work, log-in to computers, get settled to start appointments

- 9:00 AM – see the first appointment. Student has questions about class scheduling and degree requirements. Paraphrase and summarize student’s questions and concerns to make sure you’re on the same page. Answer questions and give suggestions.

- 9:10 – end the appointment. Write an electronic note documenting and summarizing appointment

- 9:15 – next student!

- 10:15 – answer student e-mails

- 11-12 - present workshop on Field Study
Peer Advising 101

- Spring training – Thursdays, 5-7 PM
- Summer Orientation
- Summer training
- Start Welcome Week (20 hours)
- 10 hours/week for Fall, Winter, Spring
- Hours: 9-Noon & 1:30-4 PM
Benefits of Peer Advising

- Gain experience in counseling
- Develop interpersonal skills
- Develop critical thinking skills
- Develop communication skills
- Suggest changes to policy and create change
- Opportunity to help people everyday
You Can Apply If …

- Junior or Senior (by year) in the 2013-2014 academic year
- Hold the position for one full academic year, 2013-2014
- Be available for mandatory Spring training
- 3.0 overall GPA
- Work 10 hours per week
Application & Interview Process

- Applications – online!
  - Two-page application & Resume
  - Due January 18\textsuperscript{th} at 4 PM to SE I, Student Services Office, Front Desk

- Interviews
  - Round 1: Group
  - Round 2: Individual

- Applicants are notified 6\textsuperscript{th} Week
The Resume Rundown

- Get employer’s attention
- Each resume should be specifically tailored
- Show that you’re a good fit
- Connect the dots
- Transferable skills
- Proof read!

- Visit the Career Center for more tips and resume critiques
Nailing the Cover Letter

- Optional
- A way for you to connect the dots
- First paragraph
- Body paragraphs
- Final paragraph
- Visit the Career Center for more tips and cover letter templates

http://www.career.uci.edu/ResumeandCoverLetter.aspx
Interview Like a Pro

- Be 15 minutes early
- Dress to Impress
- Show that you’ve done your research
- Prepare examples that demonstrate that you’d be a good fit
- Don’t assume we’ve memorized your resume/application – it’s okay to use some of the same examples
- Prepare a few questions
- Relax! You’re interviewing us, too.
What’s next?

- Applications due Friday, January 18th at 4 PM in SE 1, Student Services Office, Front Desk
- Round 1 Interviews (group)
- Round 2 Interviews (individual)
- All applicants will be notified Week 6
Good luck!

Questions?