



## **Job Description – *Peer Advisor***

**Advising and Academic Enhancement**  
<http://academicsupport.boisestate.edu>  
**\$7.75 per hour to start**

### **Purpose of the Boise State University Advising and Academic Enhancement Advising Program:**

Provide advising in a manner that supports and encourages informed academic decisions, aids students in the major exploration process and promotes the development of successful academic and life skills.

### **General Requirements:**

- Have and maintain a minimum cumulative GPA of 2.75 (3.0 preferred)
- Demonstrate effective verbal and written communication skills
- Possess good organizational skills
- Be an independent learner and worker
- Currently enrolled in at least 6 credit hours at Boise State University
- Classified as a sophomore or higher
- Adhere to University policy and FERPA regulations
- Work a minimum of 15 hours per week

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### **Peer Advisor**

#### **Responsibilities:**

(All applicants enter at Peer Advisor level)

1. Serve as an academic advisor to undeclared majors and to students changing majors.
2. Provide advising for students in academic difficulty or in special academic situations such as academic probation, provisional admission status, etc.
3. Conduct outreach, which includes telephone and e-mail campaigns, presenting new student information sessions and making class visitations.
4. Work with supervisor in maintaining and updating advisee records through regular review of academic files.
5. Participate in the on-going training of new peer advisors.
6. Perform daily tasks as may be assigned by supervisor or the Director of Advising and Academic Enhancement.
7. Attend scheduled staff meetings, technique sessions and development sessions.

#### **Training:**

- Forty plus hours of comprehensive training and observation is required.
- Regular observation of Advanced Peer Advisors.
- Participation in co-advising for a period of time.

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## **Advancement Opportunities**

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### **Advanced Peer Advisor**

#### **Responsibilities:**

1. Perform Level I responsibilities.
2. Planning and presenting of regular advisor meetings.
3. Mentor new Peer Advisors as directed by supervisor.

#### **Training:**

- Work with supervisor to develop mentoring skills.
  - Work with professional advisors to further advising skills especially for special student populations such as students on academic probation, students experiencing academic difficulty or students admitted on provisional status.
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### **Senior Peer Advisor**

#### **Responsibilities:**

1. Perform Level I and II responsibilities.
  2. Assist in the planning and implementation of special programs.
  3. Assist in the planning for and training of Level I and II Peer Advisors.
  4. Prepare and present workshops and other presentations during campus events.
  5. Meet with supervisor regularly to identify advising issues and brainstorm solutions.
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For further information contact:  
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