

ADVISING AND ACADEMIC ENHANCEMENT
2055 University Drive
Phone: 426-4049

TO: Applicants for Peer Advisor Position
NOTE: Applicant may have work-study eligibility but is not mandatory
WAGE: \$7.75/hr

Thank you for your interest in the peer advisor position. Advising and Academic Enhancement is hiring students to provide academic assistance and support to Boise State University students who have not chosen a major field of study. Peer advising provides you with an opportunity for professional development and to serve as a role model for students.

Peer advisors work individually with students to help with course selection and registration procedures. Peer advisors are also responsible for familiarizing students with Boise State University academic policies and procedures, encouraging academic exploration, and providing referrals to other appropriate departments and services. In addition, peer advisors may be requested to provide client support services at the front desk greeting visitors, answering incoming phone calls, maintaining the office's student data base and typing, filing, and completing other office related activities. Other projects such as providing telephone outreach to advisees that are experiencing academic difficulty, reviewing academic files, and entering data into several office databases may be assigned. Peer advisors also assist in advising during the New Student and Family Programs orientation programs. Training will be provided and is mandatory for all peer advisors.

Return the completed application and recommendation form to:
Mary Breach
Advising and Academic Enhancement
2055 University Drive

or mail to:
Mary Breach
Advising and Academic Enhancement
1910 University Drive, MS 1150
Boise, ID 83725.

Applications are being accepted until April 10, 2009.

****Applications will not be considered without the completed reference form (see attached). *****

Please detach this letter before submitting your application. If you have questions about the position or application, call 426-4049.

Application Peer Advisor

NAME: _____ **Email:** _____

LOCAL ADDRESS: _____

PHONE: _____ **STUDENT ID NUMBER:** _____

ACADEMIC CLASSIFICATION (freshman, sophomore, etc.): _____

MAJOR: _____ **GPA (overall):** _____

HOW LONG HAVE YOU ATTENDED Boise State University? _____

ANTICIPATED GRADUATION DATE: _____

Please **type** your answers to the following questions and submit with your application. Use additional sheets of paper if necessary.

1. A role model is a person serving as an example to be imitated. How are your academic and personal habits exemplary for other students?
2. What advice would you give to a student who is concerned about not having decided upon a major?
3. What advice would you give to a student who wants to improve his or her academic performance?
4. What experience do you have in the areas of office reception, answering telephones, working with a computer data base, typing, filing, and other office-related activities?

5. List any work or other experiences you have had that may be valuable for this position.

6. Please write down any additional information about yourself that you would like to have considered.

7. Attached is a recommendation form. Have someone from Boise State University, preferably a teacher, advisor, administrator, or employer, complete it. Your application will not be considered without this completed form.

8. List two other references (with phone numbers) of people who can speak to your ability to serve as a peer advisor. These people will be contacted.

By completing this application, I agree to let Advising and Academic Enhancement view my transcript and verify my academic standing.

Student Signature

Date

RECOMMENDATION FOR PEER ADVISOR CANDIDATES

This form is to be completed by someone at Boise State University, preferably a faculty member, advisor, administrator or employer. Recommendation forms should be turned in with completed applications.

Candidate's Name: _____

Reference's Name: _____

Relationship to candidate (employer, teacher, etc.): _____

How long have you known the candidate? _____

The peer advisor position requires working individually with students to help with course selection and registration procedures, to familiarize students with Boise State University academic policies and practices, to encourage academic exploration, and to refer students to other appropriate departments and services. Candidates should be able to demonstrate academic success and to model responsible, productive study habits. Training is provided prior to service.

Please rate the candidate on the following characteristics using the scale provided below:

5 = excellent 4 = above average 3 = average 2 = below average 1 = poor N/O = no observations

_____ Positive commitment to the university

_____ Effective communication skills

_____ Interpersonal skills

_____ Integrity

_____ Ability to work effectively with others

_____ Knowledge of Boise State University

Please briefly answer the following questions.

1. What qualities does this candidate possess that would enable him/her to represent the University in a positive manner?

2. What sets this candidate apart from other students with whom you come in contact?

Signature

Date

***** Please return this form to the applicant or Mary Breach in Advising and Academic Enhancement, 2055 University Drive 83725, MS-1150. Fax 426-4228. This candidate's application will not be considered without this form. *****