

## HONORS PEER ACADEMIC ADVISOR JOB DESCRIPTION

### CAMPUSWIDE HONORS PROGRAM

The Campuswide Honors Program (CHP) invites interested CHP students to apply for the position of Honors Peer Academic Advisor (PAA). Honors PAAs will serve for the 2008-2009 academic year but are expected to participate in the training offered during Spring quarter 2008 and in September 2008, as well as in the preparations for Welcome Week and Fall 2008 activities.

Honors PAAs hold office hours and advise both prospective and currently enrolled CHP students about UCI, the Honors Program, and various campus resources. They are somewhat different from other PAAs on campus because they also work/coordinate with CHP staff and student leaders on various extracurricular programs and activities (for example, faculty coffee hours; events planned in the honors housing facilities or by the Campuswide Honors Student Council [CHSC], the Honors Experience Day and ProFro, the Peer Mentor program, and some of the social/cultural events). They have a substantial role in the orientation of new CHP freshmen, in particular through their mandatory group meetings during Welcome Week. They facilitate communication with other students as well, and in particular, they focus on developing student-faculty interactions. Together with the Honors Advisors and other CHP staff, Honors PAAs help create and develop the close-knit community that is an essential part of the Campuswide Honors Program at UC Irvine.

#### Responsibilities:

- Provide information to CHP students regarding campus resources and support services; provide counseling in matters such as course selection, schedule planning, honors curriculum and program policies, the petition process, the research and thesis process, and other related honors issues. May also provide general information about breadth & majors; curriculum policies, procedures and requirements; and procedures re: graduate/professional school applications, scholarship opportunities, and other honors opportunities & campus awards. Advise prospective applicants to the CHP regarding the requirements & procedures for admission & graduation.
- Develop, coordinate and implement student/faculty interactions and other academically oriented events (i.e. workshops, special advising programs). Work with Honors staff and other CHP student leaders (through the Student Council and honors housing options) to advertise & provide a range of social, cultural, and extracurricular events for all CHP students. Attend CHSC meetings on a regular basis & be involved in the CHP community.
- Provide consultation and assistance to various campus organizations that require information about honors students and/or the Honors Program (orientation/recruitment and student panels).
- Serve as a liaison between administrative personnel, faculty, and honors students in resolving advising concerns or problems; refer students as needed. Convey honors student concerns/issues to CHP staff, as appropriate.
- Participate in all training seminars (general & "in unit") prior to employment (as outlined in this application).
- As a member of the Academic Advisory Committee (AAC), meet regularly with other campus PAAs to make recommendations for advising improvement, discuss advising problems, and receive further training as required; also participate with other PAAs in events such as campus advising events, Explore UCI, and Wayzgoose/Celebrate UCI.
- Assist in planning & executing special projects/events (such as PROFRO, Honors Experience Day, beach bonfires, and the annual camping retreat). Evaluate and offer feedback after completion.

#### Required Qualifications (What the candidate should bring to the job):

- Current student **in good standing** with the CHP, with a **minimum GPA of 3.2**.
- As of Fall 2008, be at least third year status (as defined by year in school, not by units completed).
- Must intend to hold the Honors Peer Academic Advisor position for the full academic year (2008-2009).
- Have **clearly demonstrated** leadership skills & experience in developing/coordinating a variety of academic/ social programs.
- Good oral and written communication skills.
- Ability to develop supportive interactions with other students, both one-on-one and within groups.
- Ability to work independently as well as within a team-oriented environment.
- Ability to handle multiple tasks and deadlines simultaneously.

Other preferred qualifications:

- Students who have completed/will complete **all** honors course sequences & research required by the CHP;
- Experience with computers & software (accessing the Internet; Microsoft Word, Excel, Microsoft Access or some other database program; using e-mail & AIM; desktop publishing/experience creating flyers/newsletters)

Competencies to be acquired (What the candidate can expect to learn on the job):

- Experience in paraprofessional counseling and speaking, on an individual and group basis.
- Referral skills and cooperative working skills with University staff members.
- Increased awareness of University services and academic program operations.

**INTERVIEWS:** To be conducted between **January 21-February 4, 2008.** (PLEASE SIGN UP FOR AN INTERVIEW TIME WHEN YOU SUBMIT YOUR APPLICATION AND RESUME.)

**STARTING/ENDING DATES, TRAINING & HOURS OF WORK:**

Training:

- Spring 2008 (Thursdays, 5 – 7 PM; **MANDATORY!**) + extra hours (TBA) to be spent in Honors Office (helping current Honors PAAs' with the Spring Faculty Coffee Hours, planning CHP Spring BBQ, and participating in Celebrate UCI Honors Information Panel (April 19).
- Additional training in the Honors Office\* (15 hrs) during the week before Welcome Week (**MANDATORY**).
- General PAA Refresher course on the Friday before Welcome Week (**MANDATORY**).

Service:

- Mid-late August, 2008: if not available in person, **must** be "contactable" *in some way*, to work on PAA part of August newsletter (re: freshmen meetings & other Welcome Week activities).
- September 15-19 (the week before Welcome Week): \*Additional training (15 hrs) in Honors Office. Will also help prepare and finalize plans for Welcome Week events and early fall activities.
- During Welcome Week: 20 hours (includes freshman meetings & CHP New Student Orientation Programs);
- During Academic Year: 10 hours/week. This includes participation in all Academic Advisory Committee (AAC) meetings (currently held every even week of each quarter, on Wednesdays from 5-6 PM), and other campus PAA activities throughout the year. Also includes other required meetings, such as the weekly ones with the Honors Advisors and the CHSC.
- Will also be asked to help with campuswide events during the year, such as Celebrate UCI and Explore UCI.

**SALARY:** \$9.10/Hour (subject to Salary Range Adjustment)

**APPLICATIONS DUE in the Honors Office (Room 1200 Student Services II Building) by Friday, JANUARY 18, 2008, 5 PM.** You may apply online (at <http://www.honors.uci.edu/paajobdescription.php>) or use the attached written application form.

We strongly encourage interested applicants to contact a current Honors PAA at (949) 824-8409/chppaa@uci.edu, if you have questions or are unsure what this position entails. For additional information, you may also contact either Ryan Lombardini or Susan Csikesz, Honors Advisors, at (949) 824-5461.

**HONORS PEER ACADEMIC ADVISOR APPLICATION**  
**Campuswide Honors Program**

Please TYPE or PRINT ANSWERS LEGIBLY and return this application to the Campuswide Honors Program, in Room 1200 Student Services II, or submit it online (at <http://www.honors.uci.edu/paaapp.php?s=one>) by Friday **January 18, 2008 at 5 PM.**

Name: \_\_\_\_\_ Year in School: \_\_\_\_\_

Local Address: \_\_\_\_\_ Cumulative GPA \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_

\_\_\_\_\_ Major(s): \_\_\_\_\_

Local Phone: \_\_\_\_\_ Minor(s): \_\_\_\_\_

Cell Phone (if different than local): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please answer the following questions thoughtfully; feel free to attach additional pages, if needed.

1) Why are you interested in applying for this position?

2) What would you like to accomplish as an Honors Peer Academic Advisor?

3) Since the duties of an Honors Peer Academic Advisor are somewhat different from those required by most academic units on this campus (see attached Honors Peer Academic Advisor Job Description), please indicate your specific skills/experiences that will help you meet the responsibilities of this position.

4) Please list other commitments you have (e.g. R.A., H.A., Study Abroad, Summer School, etc.) for Spring and Summer 2008, and September 2008 – June 2009.

Please attach a resume, listing your volunteer/work experience, extra-curricular activities, and leadership roles/responsibilities. Also, **list two references that we may contact.** Work or on-campus references are preferred (UCI faculty, staff or administrators are acceptable - friends & family members are not).

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_

I have completed the application to the best of my ability and agree to attend the Academic Advisory Committee (AAC) meetings every even week on Wednesdays, 5-6 PM, during the regular academic year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_