**Student Success & Retention Services (SSRS)**

**Peer Advisor Position**

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**Job Description**

* Work directly with the SSRS Peer Advisor Supervisor and with other students providing guidance, information, advice, and academic study group sessions related to the SSRS programs

**Qualifications**

* Must be in active standing with a SSRS program (First Year Experience, Puente Project, Sankofa Scholars) and have completed a full-year with one of our cohort programs
* Enrolled in at least 6 units at De Anza College throughout the school year
* Maintain a 2.5 or higher grade point average
* Willingness to assume leadership roles
* Demonstrate commitment to the increase understanding of, and respect for diverse student groups (sexual orientation, cultural, gender, disability)
* Good communication skills
* Must be able to facilitate academic study group sessions in either English and/or Math (Must have a B+ average)

**Job Responsibilities**

* Maintain access to the SSRS center by checking in students for drop-in advising, appointments, computer lab usage, etc. through the front desk
* Perform various clerical and administrative duties related to program or function, such as compiling information from a variety of sources and communicate with other departments
* Operate a computer, assigned software systems, and other office equipment, as necessary. This will include checking voicemails, emails, monitoring peer assignments log, and other databases/forms created for SSRS program
* At least once a quarter, meet with SSRS program participants as part of their SSRS participant agreement, develop academic and personal enrichment workshops, and plan a social activity or event for SSRS participants
* Provide assistance with SSRS activities and events, including phone calls, emails, list-serv to advertise events, student sign-ups and follow-up with prospective students, as well as day of event duties: set-up, information tabling, and clean-up
* Assist in developing current outreach materials, flyers, program newsletters, regular list-serve and website updates, including recruitment for Summer Bridge
* Participate in outreach events and program activities to promote program and services with information tabling
* Attend weekly peer advisor meeting and ongoing trainings
* Assist SSRS staff, counselors, and advisors with SSRS various projects and activities
* Facilitate academic study group sessions in the SSRS Center

**How to Apply**

* Submit a powerpoint presentation, flyer, or video (be creative) highlighting
  - your work/volunteer experience
  - relatable/transferable skills
  - educational courses, workshops, and trainings that may prepare you to mentor, lead, and advise students
* Submit an one-page statement of purpose stating the reasons why you would like to be a Peer Advisor, your involvement with SSRS (through First Year Experience, Puente Project, Sankofa Scholars), and one project/activity you would like to bring to SSRS if you were selected as a Peer Advisor

Please submit both your presentation and statement of purpose to Randy Claros via email - clarosrandy@deanza.edu by Thursday, May 16, 2013 - 5:00pm.