

COLLEGE OF LETTERS AND SCIENCE PEER ADVISER 2012-2013

APPLICATION PACKET

This application can also be found at <http://ls-advise.berkeley.edu>

Thank you for your interest in the College of Letters and Science Peer Advising program and the positions we have available for the 2012-2013 academic year. This is a volunteer position with which you can earn 2-4 units of 97/197 credit. Please read through this packet carefully before applying. It contains detailed information about the position and the application process.

To be eligible for this position you must, at time of application:

- Have a cumulative UC GPA of 3.0 or higher
- Have completed at least one semester at Cal as a Letters and Science student
- Have outstanding presentation, interpersonal and communication skills, and be able to respond to a wide range of concerns with a neutral viewpoint
- Be able to attend 5 days of training being held August 13-17, 9^{am}-1^{pm} each day
- Have at least one full academic year remaining
- Be willing and able to commit to the position for both Fall 2012 and Spring 2013

If you do not meet the eligibility requirements listed above, we appreciate your interest, but will not be considering you for a position with our program.

YOUR APPLICATION PACKET MUST BE SUBMITTED BY

FRIDAY, April 13, 2012
4:00PM

Please submit your application to 206 Evans Hall.
Only **complete** application packets will be accepted and considered.

WHAT TO SUBMIT

A complete application packet includes:

- Application Print clearly or type using the attached form.
- Resume Please include relevant co-curricular activities, as well as your paid employment history. We encourage you to consult with the Career Center in developing a professional resume.
- Your Schedule Using the attached form, cross off all of the hours you will NOT be available to interview. We will use this schedule to determine interview times for top applicants.
- Essay Questions Please type responses to the 2 essay questions listed on the following page. These essays are the principal means we have of gaining insight about you, your reasons for applying and what makes you uniquely qualified to fill the position. As a result, we heavily weight your responses to the essay questions. Note that in addition to content, essays are evaluated for writing ability, skill in organizing and presenting thoughts, and attention to detail. Please limit each essay response to a maximum of 500 words.

ESSAY QUESTIONS

1. There are a lot of paid/non paid student positions both on and off campus. Explain your specific interest in and reasons for pursuing the peer adviser position in this office. Identify specific aspects of the position description you find most appealing and explain why. What do you hope to get from this position?
2. Many of the applicants for this position could do a good job in the role of a peer adviser. Describe why you are **THE** best candidate for this position. What makes you stand out compared to other applicants? How might these unique assets add value to the Peer Advising Program? Please be concrete.

* Please limit your responses to 500 words per question. *

SELECTION PROCESS

NOW	Applications are available.
APRIL 13	Applications must be submitted to 206 Evans Hall by 4:00 pm.
APRIL 20	Candidates selected for an interview are notified by e-mail.
APRIL 23-27	Individual interviews are held in Evans Hall.
MAY 4	Offers for the position are extended.

QUESTIONS?

Contact: Herman Lee
hermanklee@berkeley.edu (preferred method of contact)
(510) 643-3046

JOB DESCRIPTION

Position Overview: The College of Letters and Science peer advisers serve as an extension of the Undergraduate Advising Office, providing information on college policy and procedures to students at several campus locations. Peer advisers are trained to provide accurate and friendly service, and to address a variety of student questions and concerns with objectivity. This position provides an excellent opportunity for students to gain practical skills in public speaking, communication and advising, learn about college advising, and build an understanding of how a student services office works.

Duties: The College of Letters and Science peer advisers may work at any of the following locations: Evans Hall, the blue carts at Sproul Plaza and outside of Moffitt Library, and occasionally in the residence halls providing information regarding university and college requirements, rules, and procedures to Letters and Science undergraduates, and making referrals to a wide-variety of campus services and resources. In addition, L&S peer advisers: answer inquires made to our e-mail service, KPASA, answer phone inquiries, staff the front desk at 206 Evans Hall, staff the Welcome Week Table during both the Fall and Spring semesters, staff the L&S booth at Calapalooza and on Cal Day, assist professional staff with programs and presentations, and perform clerical duties as assigned.

Scope of Role: Peer advisers do not have access to student records, transcripts or student files and do not process or sign student petitions.

Qualifications: Applicants must have completed at least one semester as a UC Berkeley, College of Letters and Science student, and have at least one full academic year remaining at the time of application. Applicants must have a cumulative UC GPA of 3.0 or higher. Applicants must have outstanding presentation, interpersonal and communication skills, and be able to respond to a wide-range of concerns with a neutral viewpoint. Counseling, mentoring or customer-service experience is helpful, but is not required. Familiarity with campus departments and resources is preferred.

Time Commitment: Peer advisers work a minimum of 6 hours each week. Most shifts are M-F between the hours of 9am-4pm however some evening hours may be required. The position begins August 13, 2012 and ends May 3, 2013. Peers must commit to working the entire 2012-2013 academic year (August 13, 2012 – May 3, 2013). A 5 day training (August 13-17, 2012 from 9am-1pm) and then weekly (Fridays 9-10am) trainings/meetings throughout the academic year will be mandatory. If you are unable to attend the entire training, you are not eligible to apply for this position. We cannot make exceptions for ANY reason, so please do not apply unless you are available to attend the entire 5 day training and weekly trainings/meetings.

Salary: N/A – The position is a volunteer position. Students may earn between 2-4 units of Education 97/197 for each semester. The course is graded on a P/NP basis. Grading is based on attendance and completion of a final reflection paper.

* A background check (to verify that you have not been convicted of a felony) is required for this position *

**College of Letters and Science,
Office of Undergraduate Advising
Peer Adviser Application**

Name _____

SID# _____

E-mail _____

Phone _____

Local Address _____

Major (s) _____

Expected Date of Graduation _____ Current U.C. GPA _____

I have carefully read the terms of the position included in this application packet and certify that I meet the minimum requirements. I am available to attend the mandatory 5 days of training being held August 13-17, 2013 from 9am-1pm each day. In addition, I can schedule my classes so that I am available to attend the weekly Friday morning peer adviser trainings/meetings from 9-10am. I certify that all statements on this application are true and complete to the best of my knowledge and belief. If selected for this position, I understand that any falsification of this record may be considered cause for employment termination.

Applicant's Signature

Today's Date

For statistical purposes, please let us know where/how you found out about this position. Circle all that apply.

Flyer

Referral/Adviser/Major dept

L&S home page

Referral/Friend

Callisto

Other: _____

Finding Your Way program

YOUR SCHEDULE

Please cross off (by placing an X in the box) any time periods you are **NOT** available to attend an individual interview during the week of April 23-27, 2012.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30					
8:30 - 9:00					
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30					
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4:00 - 4:30					
4:30 - 5:00					