

COLLEGE OF COMMUNITY AND PUBLIC AFFAIRS  
Department of Human Development  
Peer Advising Internship – Fall 2014—Spring 2015

RESPONSIBILITIES

HDEV peer advisers assist the HDEV faculty, the senior academic adviser, HDEV department chair, and the HDEV secretary. Peer advisers are assigned to an office at the University Downtown Center and advise students on a walk-in or appointment basis. Peer advisers also perform a number of services essential to the HDEV advising system, including but not limited to: explaining degree requirements, assisting students with scheduling and registration questions, and interpreting policies and procedures. Additionally, peers also act as liaisons with other campus offices, becoming familiar with their services (through our weekly peer meetings) so that referrals can be made accordingly. Successful peer advisers work well with others in group settings, maintain confidentiality, and demonstrate patience and flexibility. Peer advisers also play a role in electronic social networking as well as requested academic projects. Peer office hours on the main campus are also a new aspect incorporated into our integrated system.

REQUIREMENTS

- Enrolled as matriculated HDEV student
- Completed 24 credits at BU by the end of Spring 2014
- Strong academic record
- Commitment to two semesters (4 credit hours each), Fall 2014 and Spring 2015
- Strong written and oral communication skills, social media knowledge
- Skilled in using Banner, campus e-mail, Blackboard, BU technology culture
- Available for training the week prior to the start of the Fall 2014 semester
- Available for weekly training meeting Wednesdays from 11am – 12 noon
- Serve as Team Leaders in HDEV 475 each semester

DUTIES

- Work 8 regularly scheduled office hours per week (4 credits per semester)
- Attend our weekly group meeting (Wednesdays from 11am-noon)
- Attend various campus-wide events: including, but not limited to, Orientation, Open Houses, and Schedule Fest

APPLICATION PROCESS

***The application is attached.*** Return the completed application, a resume or work history, and answers to the questions listed on page two of the application. All application materials must be submitted to the Peer Advising Office NO LATER than Friday, April 4<sup>th</sup> at 5:00 PM.

Interviews will begin on Monday April 7<sup>th</sup> and students will be notified in a timely manner.

**DO YOU HAVE ANY QUESTIONS?? – Please feel free to stop in and speak with this year's Peers in the Peer Advising Office – UDC 450**