



# PEER ADVISING APPLICATION PACKET

## Winter 2019 - Winter 2020

### **Peer Advising Program Overview**

The Peer Advisors are junior and senior business administration and accounting majors who assist students by offering drop-in advising hours at the Undergraduate Advising Office. The peer advisors also assist with mid-year orientation and Week of Welcome advising.

Participating in the peer advising program provides an excellent opportunity to develop leadership and problem solving skills; improve interpersonal and group communication skills; enhance skills in detail orientation; and provide a valuable service to fellow students. Peer advising is primarily a volunteer position.

### **Duties & Responsibilities**

Peer Advisors assist both prospective transfer and current pre-business, business administration, and accounting majors:

- Explain pre-business, business administration, accounting, and business minor requirements
- Develop course plans (term plans, 2 or 4 year plans)
- Review ideas for the global context and non-business breadth requirements
- Verify graduation requirements
- Find academic support services
- Explore opportunities to get involved with Lundquist College clubs
- Assist students with intentional planning of educational and extra-curricular activities



## Training & Expectations

All peer advisors report directly to Andrew Wahlstrom, Academic Advisor, and work closely with all advising office staff. Specific details about training and expectations are listed below:

- Participate in an off-campus training retreat.
- Attend and participate in weekly training meeting held Mondays *or* Tuesdays from 4:00-5:00pm (Required beginning Winter 2019)
- Peer advising office hours are Monday-Thursday, 10:00am-4:00pm. Peer advisors work two, two-hour shifts per week during the following terms: Winter 2019, Spring 2019, Fall 2019, Winter 2020. Peer advisors do not have shifts during finals week or in the summer.
- Advise during Fall 2019 Week of Welcome held the week prior to the first week of fall term (September 23-27, 2019)
- Uphold confidentiality and policies outlined by the Family Educational Rights & Privacy Act (FERPA).
- Market peer advising services to fellow students.
- Be a team-player and have fun!

For additional information please contact: Andrew Wahlstrom,  
[awahl@uoregon.edu](mailto:awahl@uoregon.edu) or 541.346.8192



## Lundquist College Peer Advising Application

Please return your *resume* and the following application to 203 Peterson Hall by **noon on Friday, October 5, 2018.**

Name:

Student ID#

Email Address:

Phone Number:

Year in School: FR SOPH JR SR

Expected Term & Year of Graduation:

Admitted Business Major? YES NO

If no, when do you anticipate being admitted?

Are you able to work Week of Welcome 2019 (Sept 23-27, 2019, the week before fall term begins)?

YES NO

Can you make a 4-term commitment (W 2019, S 2019, F 2019, W 2020)?

YES NO

1. Why are you interested in becoming a peer advisor? How does this fit into your professional development goals?



2. Please describe how any previous advising, counseling, or customer service experience has prepared you for this position.

3. Everyone has unique skills and qualities to offer others and a team. Please describe what you feel are your special skills and qualities and how you would contribute those to the peer advising program.

4. In three words, how would you describe yourself?

5. How did you hear about applying to the peer advising program?

6. Is there anything else you would like to tell us about yourself?

**Application and Resume Due: Friday October 5, 2018 by 12:00 noon.**

Return completed Application and Resume to: The Lundquist College of Business Undergraduate Advising Office, 203 Peterson Hall or email to [awahl@uoregon.edu](mailto:awahl@uoregon.edu).