

Peer Advisor Position Description
Peer Advising Psychology Internship- Fall 2014 and Spring 2015
First Year Advising and Exploration

Responsibilities of the Peer Advisor

- Maintain knowledge and understanding of academic policies and procedures and major-specific requirements of the majors assigned to the peer advising team
- Present information on academic policies and procedures and major-specific requirements to groups of FTIC students via group advising, orientation and workshop opportunities
- Utilize Appreciative Advising approach in one-on-one appointments and in other student interactions
- Identify appropriate course work as related to a student's major, interest and abilities
- Access and interpret a student's degree audit and be able to accurately explain its purpose and degree requirements to the student
- Assist students in understanding the registration process and basic functions of myUCF
- Utilize university email as a way to correspond with students in a timely and effective manner
- Assist with administrative tasks such as electronic file management, inputting advising session notes, maintaining student contacts on an advising list and preparing a monthly report
- Assist with walk-in check-in procedures
- Refer students to campus resources as appropriate
- Complete a major office project at least once per semester
- Maintain collegiality and professionalism with FYAE and peer advisor staff
- Represent the University of Central Florida in a positive and professional manner by living the UCF Creed: Integrity, Scholarship, Community, Creativity and Excellence
- Attend and participate in training and peer advisor staff meetings
- Maintain confidentiality of student information as required by university, state, and federal regulations

Peer Advisor: _____
(Print Name)

Signature: _____ Date: _____

Peer Advisor Program Supervisor: Jenna Nobili
Coordinator II, Academic Advising Services
First Year Advising and Exploration

Signature: _____ Date: _____

