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: ____________