2016 Summer Job Openings

Department: Advising Resource Center, College of Social & Behavioral Sciences

Position: Summer Peer Advisors (multiple positions available)

Hours: Approximately 18-25hrs/week from end of May – mid July. Additional paid training days may be scheduled any time the last week of May.

Pay: $12.00/hour

Application Deadline: April 1st at 5:00 p.m.

For questions/concerns please contact Vanessa Blais at vblais@umass.edu

Job Duties:

- Assist new students with their transition to the Exploratory Track in the College of Social & Behavioral Sciences (SBS) UMass Amherst by sharing your knowledge of UMass courses, majors, and other academic opportunities;
- Be involved in recruiting for and management of Residential Academic Programs;
- Guide new students through use of the SPIRE registration system;
- Work closely with professional advisors who are responsible for developing schedules and providing academic advising to new students entering UMass Amherst for the fall 2016 semester;
- Serve as a responsible resource of academic information, including General Education and school/college requirements and university policies and procedures, for new students.
- Additionally, the Peer Advising Assistants will be called upon to provide general office support, such as handling phone inquiries and stuffing packets, during the Orientation program when not advising.
- Attendance at all trainings and advising sessions is mandatory. Mandatory Advising Shifts: Tuesdays & Fridays from 8:15am to 4:15pm and Mondays & Thursday from 3:00pm to 5:30pm. Training is the last week of May.

Applicant Checklist:

All applicants must:

- Be UMass Amherst undergraduates with a minimum 2.7 cumulative GPA;
- Be free of any disciplinary actions (pending or in place) from the UMass Dean of Students Office;
- Possess strong leadership skills and confidence in working with a diverse group of students;
- Demonstrate familiarity with UMass undergraduate course offerings, majors, General Education requirements, and registration procedures (including SPIRE navigation);
- Exhibit enthusiasm for the educational and social atmosphere at UMass Amherst (and the surrounding community) and willingness to share that enthusiasm with new students;
- Possess patience, clear oral communication skills, and excellent organizational skills.

We encourage both declared and exploratory undergraduates inside and outside of SBS to apply and seek to hire students from a variety of major backgrounds. Federal work study is preferred but not required. Students who are graduating in 2016 should not apply.
Please note: SBS does not provide housing for Peer Advisors. Most Peer Advisors live off campus for the duration of NSO; however, on-campus housing may be available through Housing Services for a fee. Please refer to the Housing Services website for more information.
APPLICATION, SUMMER 2016 PEER ADVISOR
Advising Resource Center, Social & Behavioral Sciences

APPLICATION CHECKLIST
1) Complete (type) and print all parts of the following application, and sign the last part (Certification). Attach any additional materials and return everything to 128 Thompson by the deadline listed on the first page.
2) All applicants must attach an unofficial UMass Amherst transcript (printed from SPIRE) to this application.
3) Include the names of two people who can serve as references. Follow additional instructions about obtaining a written reference if you are selected for an interview.

APPLICANT INFORMATION:
Name: SPIRE #: 
Current Campus/Local Address: 
Best Phone #: UMass email: @umass.edu
(we must be able to contact you at this number April-May)
Major(s): Minor(s)/Certificate(s):
Anticipated Graduation Date (month/year): / Cumulative GPA: 
Did you transfer to UMass Amherst from another school? No Yes, from 
Have you changed your major? No Yes, from to 
The Advising Resource Center does not provide housing for Peer Advisors. Most Peer Advisors live off campus for the duration of NSO, however, on-campus housing may be available through Housing Services for a fee. Please refer to the Housing Services website for more information.
Do you have confirmed housing within commuting distance to UMass Amherst for this summer? Yes No If no, do you expect to? Yes No
Please check any of the following campus activities you have been or currently are involved with:

- BCP
- Commonwealth College
- International Exchange
- CCEBMS
- Peer Mentor/Advisor
- Domestic Exchange
- NASSS
- Resident Assistant
- Marching Band
- UALRC
- Apartment Living Advisor
- Athletics
- ROTC
- Community Service
- Five-College Interchange
- Greek Life
- UMass tour guide
- Internship/Co-Op

Please list any other affiliations/participations:

When answering the following questions please keep in mind that REQUIRED work hours for the summer Peer Advisors are Mondays & Thursday from 3:00pm to 5:30pm and Tuesdays & Fridays from 8:15am to 4:15pm
Applicants with conflicting schedules may not be considered for a position. Required training days are the last week of May.

Will you be employed or volunteer in any other position this summer? If so, what is that position and what are the hours required by that position?

Do you anticipate registering for classes during any summer session? If so, please indicate the dates and times those classes will be held.

APPLICATION QUESTIONS:
Please provide complete and thorough answers to the following questions in the space provided. You should type, print, and attach your answers to the rest of this application.

1. What were some factors that influenced your decision about a major? If you are currently in the process of choosing a major, what criteria are you using to evaluate your options?

2. What positions, either formal or informal, have you held that required you to help others make choices? How might these experiences assist you in the role of Summer Peer Advisor? You may include a resume in addition to answering this question, if you choose.

3. Consider your academic experiences at UMass Amherst and any academic advising you may have received thus far (including your own New Student Orientation). Based on these experiences, what are the most important pieces of advice you would offer any student attending UMass Amherst for the first time?
REFERENCES:
List two references below. One reference should be a person familiar with your academic performance. One should be a current or past employer or supervisor. If you reach the interview stage, a written recommendation from one of your references will be required. Please retain the attached reference form and give it to the individual of your choice right away if you are called in for an interview.

First Reference:
Name: Phone:
Relationship to you:
How long have you known this person?
Will this person be providing your written reference? Yes No

Second Reference:
Name: Phone:
Relationship to you:
How long have you known this person?
Will this person be providing your written reference? Yes No

CERTIFICATION:
I have answered all questions truthfully and I understand that should I be employed I must at all times, prior to and during employment, meet all the eligibility requirements listed in the Applicant Checklist on page 1 of this application. I certify that I have not misrepresented any information supplied in any of the above (or attached) application materials.

_________________________________________  __________________________
Signature                                    Date
Reference Form

Advising Resource Center, Social & Behavioral Sciences—Summer Orientation
Attention: Vanessa Blais
128 Thompson, University of Massachusetts
Amherst MA 01003
Phone: (413) 577-1057 - Fax: (413) 545-3460

Reference For:

__________________________________________
Student Name

To the Student: We advise that you determine in advance whether the person you choose to complete this form will provide you with a favorable recommendation. Please remember that this person must be familiar with your academic performance and/or your work performance. S/he should be a professor, graduate T.A., advisor, or employer/supervisor.

To the Referent: The above named student is applying for a position with the Advising Resource Center as a summer orientation Peer Advisor. This position involves a high level of interaction with new students and professional advisors. This experience can be demanding, both personally and professionally, and a certain amount of maturity and motivation are required to be a successful summer orientation advisor. Your help in appraising the applicant’s strengths and limitations are greatly appreciated. If you prefer to write a letter of recommendation instead, please use this document as a guideline.

Please mail or fax this form to the above address by April 19th, 2016.

How long and in what capacity have you known this applicant?

How would you rate the applicant in the following areas? If you are unable to evaluate an area, please leave it blank.

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Please elaborate on how you have evaluated the student in the above categories.

Are there any limitations (personal, academic, or work related) you could anticipate that might pose problems for the applicant in the role of summer Peer Advisor?

Please provide any additional information you would like to share regarding the applicant’s ability to perform in the capacity of summer Peer Advisor.

Referent’s Name: ____________________________________________________________

Title or Relationship to Applicant: __________________________________________

Contact Information: ______________________________________________________

Signature: ___________________________________________ Date: _________