Position Description - Engineering Peer Advisor

PURPOSE:
• Provide compassionate support and guidance to undergraduate students as they pursue academic, career, and personal success.
• Offer assistance and share personal perspectives with students as they progress through coursework, seek involvement and leadership opportunities, and search for internship, co-op, and full-time employment opportunities.
• Tailor advice and refer to resources based on individual students’ concerns, questions, and goals.

DUTIES AND RESPONSIBILITIES:
• Cultivate a welcoming environment and strive to be approachable to all students visiting the Student Development Center.
• Provide one-on-one assistance and support to students during regularly scheduled office hours on the following topics:
  o Information and insights about course requirements, course scheduling, and University and College policies and procedures.
  o Decisions between engineering majors as well as Elective Focus Area or Track options within the majors.
  o Job search techniques and resources for internships, co-ops, and full-time positions.
  o Review and provide feedback on resumes and cover letters.
• Develop and present outreach activities and workshops on the following topics:
  o Elective Focus Area or Track options within the majors.
  o Job search techniques and resources for internships, co-ops, and full-time positions, including panels on specific industries.
  o Resumes, cover letters, effective interviewing, networking tips, and additional Career Fair preparation.
• Collaborate with professional advisors and faculty leadership to plan outreach in seminar courses and assist with drop-in group advising.
• Assist in the coordination and promotion of the Engineering Career Fairs and career development workshops throughout the year.
• Promote and refer students to College and University academic and personal support resources.
• Complete other projects and tasks as assigned, including providing occasional front desk coverage in the Student Development Center.

REQUIRED QUALIFICATIONS:
• Be enrolled as junior or above in the College of Engineering by Fall 2020.
• Maintain UI GPA of 3.0 or higher.
• Complete at least one internship, co-op, or research experience in an engineering related field by Fall 2020.
• Demonstrate initiative and leadership skills by prior participation in study abroad and/or service as a leader in student organizations.
• Display excellent interpersonal, public speaking, and written communication skills.
• Be willing to reflect on personal experiences in college and communicate those positively with peers.
• Exhibit a team-oriented attitude as well as the ability to work autonomously with minimal supervision.
• Proven ability to manage multiple tasks and competing priorities in a fast-paced environment.

PREFERRED QUALIFICATIONS:
• Have completed at least 3 years of coursework in engineering, including approximately one year of EFA/Track courses, by Fall 2020.
• Prior participation in study, research, service, or internship abroad, and/or service as a leader in student organizations.
• Initiative to independently create and implement projects to promote student success.

SALARY: $9.50/hour

EMPLOYMENT PERIOD: August 21, 2020 – May 2021

WORK HOURS:
• Work approximately 7-10 hours per week, primarily during business hours; occasional weekend and evening hours are expected.
• Attend mandatory staff training, weekly staff meetings, and individual one-on-one meetings as needed.

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of diversity.