



College of Engineering

Student Development Center

University of Iowa

3612 Seamans Center

Iowa City, Iowa 52242-0000

319-335-5763

Engineering-SDC@uiowa.edu

Position Description – Engineering Peer Advisor

PURPOSE:

- Provide personalized support and guidance to undergraduate students as they pursue academic, career, and personal success.
- Share individual perspectives with engineering 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, both in-person and in a virtual format.
- Provide one-on-one assistance and support to students during regularly scheduled office hours on the following topics:
 - Review and provide feedback on resumes and cover letters and conduct mock interviews.
 - Search techniques and resources for internships, co-ops, and full-time positions.
 - Decisions between engineering majors, as well as Focus Area or Track options within the majors.
 - Information and insights about course requirements, course scheduling, and University and College policies and procedures.
- Develop and present outreach programming on the following topics:
 - Focus Area or Track options within the majors.
 - Resumes, cover letters, effective interviewing, networking tips, and additional Career Fair preparation.
- Collaborate with professional advisors and faculty leadership to assist in departmental outreach, including email communications, presentations in seminar courses, and when offered, 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.
- Serve on a special team (i.e., DEI, Technology, Events & Programming, etc.) and collaborate with other peer advisors.
- Complete other projects and tasks as assigned.

REQUIRED QUALIFICATIONS:

- Be enrolled as junior or above in the College of Engineering by Fall 2023.
- Maintain UI GPA of 3.0 or higher.
- Demonstrate initiative and leadership skills by prior participation and/or service as a leader in student organization(s).
- 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 FA/Track courses, by Fall 2023.
- Have completed at least one internship, co-op, or research experience in an engineering related field by Fall 2023.
- Prior participation in academic experiences abroad (study, research, internship). *Note – we understand that many students' plans were upended by the pandemic, so please do not let this be a barrier to applying!*
- Demonstrate initiative to independently create and implement projects to promote student success.

SALARY: \$12.00/hour

EMPLOYMENT PERIOD: August 2023—May 2024

WORK HOURS:

- Work approximately 5-8 hours per week, primarily during business hours; seldom weekend and evening hours.
- 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.