



DARE TO DO MORE

Peer Advisor Academy



Peer Advisor Job Description:

Peer Advisors help students understand the advisement process at LaGuardia. Using their student experience and knowledge, along with their established connection to advisement team members, they provide advising guidance by helping students with academic planning as well as introducing them to key campus and major-specific resources. Through the implementation of Advisement 2.0, Peer Advisors are assigned to work with a selected group of students within their major to offer sustained advisement support while at LaGuardia.

Key Responsibilities:

- Meet and build rapport with students
- Manage caseload and meet with students twice a semester – if assigned.
- Attend departmental events; provide support with set up and coordination, as needed.
- Visit First Year Seminar classrooms to discuss resources and programs.
- In collaboration with Peer Leader, research and contribute to the department-program resource.
- Provide support for walk-in students as needed.
- Participate in projects; this includes support faculty in students' outreach, appointment follow-up, enrollment status, co-curricular activities, and program updates.
- Participate in all Peer Advisor Academy training.
- Work minimum of 12 hours.

Additional Responsibilities:

- Be aware of the curricular requirements of the major including both program core courses and Pathways General Education recommendations, as detailed in the major's curriculum guides
- Have a solid understanding of LaGuardia's advisement structure: academic policies and procedures, which can be found in the LaGuardia College Catalogue
- Have a working knowledge of key systems, including CUNYFirst, Degree Audit, ePortfolio and LaGuardia's web-based advisement (C2C, mobile app) resources for students
- Refer students to campus resources and/or faculty/staff advisement team members as appropriate; know when to refer a student to another member of the team or your supervisor
- Help students become comfortable with the college environment
- Maintain collegiality and professionalism with faculty, staff and students
- Represent LaGuardia Community College in a positive and professional manner
- Manage time effectively between classes, peer advising, and other commitments
- Determine and communicate a consistent work schedule with supervisors and peer leader.