



## School of Information Sciences

### **Summer 2022 – Undergraduate Peer Advisors** **Undergraduate Student Affairs, School of Information Sciences**

The School of Information Sciences (iSchool) is seeking undergraduate student leaders who are interested in being a positive influence on the iSchool undergraduate community, to assist with our New Student Registration programs. The summer peer advisors will work closely with iSchool advisors and administrators to gain necessary knowledge to assist incoming freshman and transfer students in planning for their first semester of college, as well as supporting efforts to connect students to the iSchool.

#### **Duties:**

- Be an integral part of iSchool Student Affairs during New Student Registration
- Collaborate with iSchool academic advisors, administrators, and other campus partners
- Serve as a point person for roughly 75-100 new BSIS students, and support efforts to integrate/acclimate new ICT students to the iSchool
- Present to iSchool undergraduate students during New Student Registration College Meeting
- Assist with course registration and provide general recommendations based on advisor notes
- Walk students from different campus locations as needed
- *Possibility of continuing into Fall 2022 to help with IS 100*

#### **Required Qualifications:**

- Availability during the scheduled days/times listed below in the summer
- Enrolled in an iSchool Undergraduate Major with completion of major (IS) coursework
- Completed at least two full-time semesters at Illinois (at least one semester in iSchool)
- Strong organization, attention to detail, solve problems independently, think critically
- Excellent written and oral communication, as well as presentation skills
- Familiarity with university tools including: Self-Service, Course Explorer, DARS, and Box

#### **Other Desired Qualifications:**

- Minimum overall GPA of a 3.0 GPA or above, and an IS Major GPA of 3.33 or above
- Completed at least two of the core IS courses: IS 101, IS 202, IS 203, IS 204, IS 205, IS 206
- Experience working with peers and demonstrated leadership experience
- Knowledge of Illinois general education requirements
- Junior or Senior class standing for Fall 2022

#### **Schedule:**

Candidates must be available for in-person, full day trainings in May following finals (training paid)  
Peer advisors responsible for working the following approximate hours per week (Monday-Friday):

- May 31<sup>st</sup> - June 24<sup>th</sup>: approximately 20-25 hours per week
- June 27<sup>th</sup> - July 15<sup>th</sup>: approximately 2-5 hours per week
- July 18<sup>th</sup> - August 5<sup>th</sup>: approximately 5-12 hours per week
- August 8<sup>th</sup> - August 12<sup>th</sup>: approximately 2-5 hours per week
- August 15<sup>th</sup> - August 19<sup>th</sup>: approximately 10-20 hours per week

There may be days when peer advisors are not needed. The times of the shifts may vary, but will be primarily between 8am-5pm and will be set in advance.

#### **To Apply:**

Please send a statement of interest, summer availability conflicts, and current resume to the iSchool Undergraduate Affairs Office [bsis-advising@illinois.edu](mailto:bsis-advising@illinois.edu) with the email subject of “Undergraduate Affairs Peer Advisor Application” by May 16<sup>th</sup>.

*We may review applications and interview prior to this close date, but will consider all applications.*