



Office of High School and Pre-College Programs
Nexus Building, Room 104
One South Ave.
Garden City, NY 11530

JOB TITLE Pre-College Peer Advisor

DEPARTMENT Office of High School and Pre-College Programs

REPORTS TO Director of High School and Pre-College Programs

JOB SUMMARY

The Adelphi University Pre-College Program immerses high school students in collegiate life, academically and socially, preparing students for the next step in their educational journey. The primary responsibility of Peer Advisors is to ensure safety and a positive experience that is both fun and academic in nature for the students. The role of a Peer Advisor is to serve as a link between Pre-College Program students and the University, and to assist in the academic and social transition of the students. A Peer Advisor will also familiarize high school students with the resources available on campus, and will serve as a role model. **To apply, submit a resume via email to precollege@adelphi.edu. Interviews will occur on a rolling basis beginning Monday, April 2, 2018 and are by invitation only.**

EMPLOYMENT

Peer Advisors must have a cumulative GPA of 3.0, must have completed at least 24 credit hours (of which 12 must have been completed at Adelphi), must be in good academic and disciplinary standing, and must have relevant coursework associated with a Pre-College course. The 2018 courses include:

- Intro to Video Game Programming
- Musical Theater Bootcamp
- Science, Technology and Art
- Intro to Digital Media
- Psychology and Pop Culture
- Introduction to Nursing
- Business and Entrepreneurship
- Art and Design
- Science, Health and Medicine

**Please note that Peer Advisors will not be hired without approval by the instructor of the course for which the applicant has applied to lead.*

RESPONSIBILITIES AND DUTIES

1. Escort students enrolled in the Pre-College Program at all times, including, but not limited to, class (must remain with assigned group of students during scheduled class time) around campus, and to off-campus excursions.
2. Support, abide by, and uphold the policies of the University, including being a positive role model for the students. Must be able to explain University and program policies, rules and regulations to students, and enforce, document, and report any policy violations and/or inappropriate behavior.
3. Be available, visible and accessible to students enrolled in the Pre-College Program and work to establish and maintain positive relationships, including resolving any conflicts between students and/or roommates.
4. Maintain frequent communication with the Director of High School and Pre-College Programs and senior paraprofessional staff updated on situations that arise including academic, health and social concerns.

5. Plan, coordinate and implement one program in collaboration with co-Peer Advisor related to community development, life skills and/or leadership.
6. Complete all administrative tasks, including the documentation, dissemination of information and properly completing all other paperwork.
7. Assume weekday and weekend duty as assigned and scheduled by the Director of High School Programs. Unless the Peer Advisor is noted as “off,” the Peer Advisor is expected to respond to emergency and crisis situations that involve one or more student(s) in their assigned course.
8. Attend all staff meetings, trainings, in-services, special meetings, classes, programs and workshops, off-campus excursions and other events as indicated.
9. Must be present and participate in all Pre-College Program related activities, including successfully executing check-in and check-out.
10. As a paraprofessional employee of the University, Peer Advisors are “mandated reporters.” As such, Peer Advisors are required to report certain categories of crimes and incidents including sexual misconduct as covered by the following federal laws: the Clery Act, Title VII, and Title IX.
11. Perform all other duties as assigned by the Director of the Office of High School and Pre-College Programs or senior paraprofessional staff members.
12. Other duties as assigned. Please review the Peer Advisor Handbook for more details.

MINIMUM REQUIREMENTS

1. Demonstrate strong oral and written communication, as well as interpersonal skills.
2. Shows strong academic knowledge of topic related to Pre-College Program course(s).
3. Ability to serve as a role model and mentor for high school students.
4. Exhibit strong leadership skills and potential for growth.
5. Can effectively work with large groups and individual faculty members.
6. Knowledge of University resources.

PREFERRED REQUIREMENTS

1. Major/minor in topic related to Pre-College Program course.
2. Involved in University co-curricular activities/leadership experience.
3. Prior work experience in related field (tutor, camp counselor, etc.).

PHYSICAL REQUIREMENTS

1. Must live in assigned room throughout the two week Pre-College Program.
2. May require frequent walking and climbing of stairs, and moderate lifting.

EDUCATIONAL EXPERIENCE

1. Must have a minimum 3.0 cumulative GPA.
2. Must have completed at least 24 credits (with at least 12 at Adelphi).
3. Must be in good academic and disciplinary standing.

COMPENSATION

For the two-week Program, Peer Advisors are provided with a premium double or triple room with AC and private bathroom and a full meal plan. Peer Advisors will also receive a \$1,000.00 stipend at the conclusion of the Program.

For more information, please contact the Office of High School and Pre-College Programs at precollege@adelphi.edu or 516 877.3410.