Peer Advisor Job Description

Positions: 2

The Academic Career and Transfer Centers in Lowell and Bedford are recruiting two motivated students to serve as peer advisors for the upcoming 2014-2015 academic year. Peer advisors will work out of either the Bedford or Lowell campus as a resource for students seeking general academic advising assistance. Peer advisors will help familiarize students with on-line advising tools such as Degree Works (Degree Audit), Focus2 (career exploration) and Middlenet (MCC Self-Service Tool); academic support services, student leadership and engagement opportunities, help students create class schedules and perform other related duties.

Peer advisors will report to one of the academic advisors on each campus, go through training, and keep a journal of their experience and progress in order to provide accurate, friendly, and quality service to students.

Eligibility:

Commit to working the entire 2014-2015 academic year

Minimum Cumulative GPA of 3.0 is required with a minimum of 24 credits earned at MCC

Have excellent interpersonal and communication skills

Frequent the ACT center, is familiar with the advising/registration process

Familiar with on-line advising tools such as Degree Works, Focus2, OptimalResume, and MiddleNet

Familiar with campus-wide resources such as Blackboard and navigating the MCC website

*Eligible applicants will be asked to submit a resume, faculty/staff letter of recommendation, and be interviewed*

Duties and Responsibilities:

Peer advisors are expected to work 10 hours per week at a salary of $10.00 per hour

Peer advisors are expected to go through training

Act as an informed resource with basic knowledge of campus programs and services and are able to guide students in accessing resources

Assist with helping students’ access online advising tools and materials

Assist with Getting Started/orientation and Registration sessions