

Position title: Peer Advising Liaison (PAL)

Department: Academic Resource Center (ARC)

Reports to: Assistant Director of Academic Success Services, or a designee appointed by the Associate Dean of ARC

Number of Openings: 3

Hours per week: Up to 10

Hourly Rate: 15

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

POSITION DESCRIPTION

The Academic Resource Center of the Massachusetts College of Art & Design (MassArt) is seeking applicants for the position of Peer Advisor (PA). The role of the Peer Advisor is to provide support, mentoring, tutoring, and logistical assistance to all students throughout their experience at MassArt. PAs assist new students with their transition to academic and studio life at MassArt by planning events and information sessions, such as Advising to Go, Meet your Major, and other experiences. PAs will be trained to answer a wide range of questions and share resources for success and support. To accomplish this, PAs are responsible for the following:

DUTIES & EXPECTATIONS

- Be a peer resource for information on academic planning, major selection and resources for student success.
- Will assist students with 1-1 tutoring as needed in required courses such as, but not limited to, Thinking, Making, Writing; First Year Seminar; Introduction to Western Art History, and Literary Traditions.
- Provide referrals to the appropriate campus resources including, but not limited to, the staff of the ARC, Student Development, and Counseling & Wellness.
- Learn and utilize Student Planning software to assist students in course selection.
- As ambassador of the ARC, attend and participate in campus events as directed.
- Plan and execute events in collaboration with ARC staff.
- Must be available for afternoon/evening hours for an office shift once per week during(4:30-7:30pm, Mon-Thurs).

REQUIRED QUALIFICATIONS

- Applicant must be in good academic and disciplinary standing with the college at the time of application.
- Must be a current undergraduate student at MassArt.
- Attention to detail and good written communication skills.
- Positive, constructive and solution-oriented attitude.
- Must demonstrate good time management.
- Ability to work and collaborate with others.

PREFERRED SKILLS & CHARACTERISTICS

- Ability to work as an effective and productive team member.
- Awareness of and sensitivity to issues of diversity and inclusion.
- The desire to lead, implement new ideas, and follow directions.

SALARY

The wage for PAs per hour for Fall 2023 is: \$15 per hour. This position is also considered for Federal Work Study.

TIME COMMITMENT

- Mandatory training: 7 days in the summer and Winter Retreat (2 days during the third week of January)
- 1 hour weekly staff meeting throughout the semester
- One 1/2 hour meeting every other week with supervisor
- 10 hours per week maximum (based on weekly based on department programming needs)