

2021 arc/ Peer Advisor

Job Description & Application

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.

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, logistical and tutoring assistance to all students, specifically new students in transition and commuters throughout their experience at MassArt. PAs are trained and expected to be an extension of the ARC, answering a wide range of questions while providing resources for support that ultimately assist students to achieve their goals while developing academic skills at MassArt. PAs are versed in various resources and are expected to share this knowledge with fellow peers. In order to meet the growing needs of MassArt, PAs are charged with vital components to the academic experience as they help students with entry, transition, and successful navigation of the College as well as provide academic support to MassArt Gateway courses (i.e. Thinking, Making, Writing, Introduction to Western Art History, First-Year Seminar, etc...). PAs are responsible for the following:

DUTIES & EXPECTATIONS

- Be a peer resource for information on academic planning, major selection and resources for student success.
- 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 and social media platforms to assist students as needed.
- Plan and execute events in collaboration with ARC staff.
- Must be available for a four hour office shift once per week (4-8pm, Mon-Thurs).
- Must be okay with working 1-1 with students and in small groups.

REQUIRED QUALIFICATIONS

- Applicants must be in good academic and disciplinary standing with the college at the time of application.

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- 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 2021 is: **\$13.50 per hour**. This position is also considered for Federal Work Study. Spring 2022 wage will be \$14.25 per hour due to a raise in the minimum wage.

TIME COMMITMENT

- Mandatory training: 4 days in the summer and Winter Retreat (1 day during the third week of January).
- Mandatory Orientation Sessions.
- 1 hour weekly staff meeting throughout the semester.
- 8 hours per week maximum (based on department programming needs).

REPORTS TO:

- Assistant Director of Academic Success Programs, or a designee appointed by the Associate Dean of ARC.