

**Center for Academic Advising, Retention & Transitions
Senior Peer Advisors**

DESCRIPTION

The **Center for Academic Advising, Retention & Transitions (CAART)** invites applications for **four** Senior Peer Advisors (SPA) to assist with Peer Advisor (PA) supervision, team management, and development. The role of SPA is a paid leadership opportunity for current and former PAs who are looking to gain experience and skills that will enhance their career and personal development. The SPAs will gain program planning and implementation skills, presentation skills, training skills, supervision skills, and human resources experience, among others. The SPAs play a critical role in assisting CAART with development of the PA program.

SPA general responsibilities include planning and leading PA staff meetings, observing PAs and providing feedback, supervising a small team of PAs, meeting with PAs biweekly and planning and implementing PA programs.

QUALIFICATIONS

Eligible candidates must:

- Be a full-time student currently enrolled at George Mason University.
- Be a current UNIV PAs who have co-taught the course for **at least one semester** prior to the beginning of their term. Former PAs may apply with permission.
- Demonstrate excellent written and oral communication skills.
- Take initiative, demonstrate strong leadership ability, and demonstrate a strong commitment to the CAART and PA goals.
- Be available and ready to commit significant time to the SPA position (especially in the Fall semester). *Students graduating in May or August are ineligible for this position due to the SPA requirements in the Fall. Students graduating in December are eligible for this position.*
- Remain in good academic/disciplinary standing and hold at minimum a 2.5 GPA.
- Be enrolled in a manageable class schedule that would permit dedication to the training responsibilities.
- Not hold outside employment that directly interferes with the role of SPA.

RESPONSIBILITIES (WITH ASSISTANCE FROM ASSOCIATE DIRECTOR)

Assist with the supervision and development of current PAs, including but not limited to:

- Working with other SPAs to coordinate and lead PA large team monthly meetings. Attending all large PA meetings.
- Coordinating and attending biweekly meetings with assigned small PA team. Leading small team of PAs in planning and implementing PA programs.
- Attending weekly SPA meetings.
- Conducting semester PA performance evaluations and classroom evaluations. Providing feedback to PAs.
- Recruiting current PAs to assist with CAART representation at Mason campus events: welcome week, admissions events, orientations, PA recruitment.
- Communicating important information regularly to PAs, answering emails in a timely manner.
- Serving as a role model for PAs.
- Assisting PAs with challenges they might encounter and providing them with support and guidance.
- Managing the professional development of PAs.

Assist CAART staff with the management of CAART programs as appropriate, including assisting in program development.

Serving as liaisons with other campus offices and student teams as appropriate. Assisting CAART with other university wide programs.

Meet weekly with SPA team, Graduate Assistant, and Assistant Director. Check Mason email regularly and reply to emails within 48 hours.

Meet biweekly with PA small team. Attend large team PA meetings. Attend PA Fall and Spring retreats.

TIMELINE

An *estimated* timeline of responsibilities is listed below.

February: Meet with SPA team monthly, meet with PA team monthly, manage PA communication, begin planning Camp Horizons spring retreat including materials preparation and agenda, confirm reservation of Camp Horizons. Assist with PA newsletter development.

March, April, May: Plan and implement Camp Horizons retreat for new and returning PAs including managing communication to PAs and planning agenda for retreat. Meet monthly with SPA staff. Meet monthly with PA staff. Assist with PA newsletter development. Assist with CAART events.

August, September, October, November, December: Plan PA kickoff meeting, attend PA kickoff meeting, meet with small PA team bi-weekly in September – December, plan 1 PA program with small team, meet as an SPA team weekly with AD, plan and attend PA large team meetings (monthly), observe PAs in September and provide feedback in October.

COMPENSATION

SPAs will receive \$750 for a **February 1st – February 1st** time commitment.