

Name: _____

Perm #: _____

POLITICAL SCIENCE DEPARTMENT

Peer Advising Application

Name: _____

Address: _____

Telephone: _____

Email: _____

Class Level in **Fall 2018:** JR____ SR____

UCSB GPA (cum): _____ POLS **Overall** GPA: _____

Are you a transfer student? Yes____ No____
If yes, from where? _____

When was your first quarter at UCSB? _____

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PLEASE ATTACH the following:

- (1) A copy of your resume **and**
- (2) On a separate piece of paper, please explain why you would like to be a Political Science Peer Advisor, what you expect to gain from this type of work experience, and how your past experiences will enable you to be successful as a peer advisor.

****This is a yearlong position, which starts on July 9, 2018 and runs through June of 2019. Please do not apply if you cannot begin work on July 9, 2018**

APPLICATIONS ARE DUE: **Monday, May 7, 2018** by 4:00 PM

Please return applications to the Undergraduate Advising Office at Ellison Hall 3838.

See reverse for a description of the position.

Political Science Academic Peer Advisor Job Description

Welcome to the Political Science Advising office. As a student advocate your task will be to act as a resource and support for students. Advisors are not here to judge, but to help students achieve their academic goals. A Peer Advisor must be familiar with the Political Science major and all of the requirements, as well as the other resources and programs on campus in order to better inform students—i.e. career and counseling services, honors program, UCDC program, EAP, CLAS, etc. A Peer Advisor should be someone who is a self-starter and have the ability to take the initiative to complete needed departmental tasks. Punctuality, dependability, and reliability are *key*. Be on time, dress appropriately for the office, and give advance notice of absences. We, in turn, will do our utmost to provide the flexibility you need for classes, exams and holidays. **This is a paid position!!**

As part of the advising team you will have certain responsibilities as listed (but not limited to) below:

- Advise students on academic concerns regarding classes, scheduling, graduation/completion of major, petitions, grades, declaring the major, internships and other programs on campus, as well as miscellaneous academic questions
- Represent the political science department at certain events (e.g. Spring Insight and Transfer Orientation)
- Answer and return phone calls as well as emails
- Update academic files electronically and file all paperwork promptly.
- Maintain and purge student files
- Make and distribute flyers and informational sheets on various programs that pass through the office
- Act as liaison to the College of Letters and Sciences, Office of the Registrar, and other campus offices
- Make sure handouts are in sufficient supply
- Miscellaneous typing
- Maintain an organized office
- Confidentiality—Remember, everything you hear in the office stays in the office!
- Maintain a friendly, but **professional** demeanor

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