**College of Engineering - GLOBE**

**Job Description: Peer Advisor**

Job Title: Peer Advisor to NTU REP Students, Assistant III (4920)

Department: College of Engineering, GLOBE

Status: Part time student position 4-8 hours per week for 14 weeks per semester

Salary: $13.00/ hr

Start Date: Monday, August 15th, 2016

Supervisor: Associate Director, International Programs

**General Job Description:**

The peer advisor will assist the Associate Director of International Programs with all aspects of the program, including on-site participation during Orientation week, in-office administrative work, direct student contact and support efforts, and participation at scheduled events. The peer advisor is the primary point of contact for 39 third year undergraduate engineering students in the Nanyang Technological University Renaissance Engineering (NTU REP) Program. This will be the fourth cohort of NTU REP visiting scholars, with the majority of the students living at International House; and 10 living at Parsons Hall on the Northside of campus. Peer advisors provide general information about life in the College of Engineering and on topics such as: campus resources for undergraduate students, student involvement, research and leadership development opportunities, career resources, and other pertinent on campus resources for undergraduate students, and any issues relevant to both male and female students. The peer advisor will work with the NTU REP students to help them navigate new and various campus experiences, introduce them to the engineering student organizations and encourage them to seek research and leadership opportunities. Peer advisors assist will assist with student events during the year. Both male and female applicants are encouraged to apply; two positions available.

**Duties and responsibilities:**

1. Work 30-40 hours/week during orientation in August (**required**) from August 15th through 24th:
   1. Pickup from SFO Airport, UNEX Orientation on Campus, Saturday shopping trip for school supplies at Target in Emeryville, Welcome Luncheon at the Men’s Faculty Club and several other orientation events as scheduled that week.
2. Assist Associate Director of International Programs with tasks as relates to the program. Candidate will work approximately 3 hours per week in the GLOBE office, during the semester.
3. Provide students with general information about life as an engineering student.
4. Serve as campus resource to students on general questions and makes appropriate referrals to student groups, etc.
5. Provide general information about undergraduate research, leadership opportunities and other CoE activities important for student success.
6. Attend social events / dinners planned for NTU REP students; meet or dine with the students a minimum of twice per month to access their progress during the year. Meetings/dinners will be scheduled so that consistent and adequate contact is established throughout the year.
7. Provide students with general information about life on campus as an engineering student and

serve as campus resource.

**Qualifications:**

1. Students must be full-time (12 units or higher) engineering students with a minimum 3.0 GPA.
2. Must have junior level status or higher in a declared engineering major.
3. Must have excellent communication skills and relate effectively with groups and individuals from diverse backgrounds. Please provide an example.

**Interview Process:**

Upon successful submission and review of resume, an in-person or Skype session will be scheduled for a personal interview.

To apply, e-mail your resume with a cover letter and your reasons for applying to Celeste Lane, Associate Director of International Programs, at clane@ berkeley.edu