

Psychology Peer Advising Application Spring 2018

Dear Applicant,

Thank you for your interest in the Department of Psychology's Peer Advisor position for the Spring 2018 semester. This position provides valuable opportunities for a student to gain practical skills in the areas of advising, administration, and public speaking while creating a psychology community in the Undergraduate Student Services Office.

Please read the entire application carefully before applying. It contains detailed information about the application process, eligibility criteria, and expectations.

Included in this packet you will find:

- a detailed job description—it is extremely important that you read and understand all of the components of the peer advisor position before applying
- a one-page application form
- information about the application process (this sheet).

Complete application packets are due **December 1st at noon**.
Submit application (**pages 3-4 only**) to Christine Mullarkey in 3305 Tolman Hall.
Only fully complete application packets will be accepted and considered.

To apply, please submit the following as one complete packet:

The Application Form:	Print clearly or type using the attached form.
Essay Questions:	Type on separate sheet (maximum of 300 words each).
A Current Resume:	Please include any pertinent work experience, including counseling, tutoring, lab, and/or research positions.

The Interview

Top applicants will be called back for an individual interview lasting approximately 30 minutes during the RRR week. The SSO staff and current peer advisors will interview candidates.

Peer Advising Important Dates

December 1	Applications are due in 3305 Tolman by 12pm.
December 6-8	Interviews
December 12	Applicants will be notified.
December 14	Deadline to accept or decline the position by 4:00 pm.
January 12	Psychology Peer Advising Training and New Transfer Student Orientation
April 21	CalDay 2017
May 16	Psychology Commencement

Need More Information?

Please contact Christine Mullarkey, Undergraduate Major Advisor, in the Psychology Undergraduate Student Services Office at cmullarkey@berkeley.edu. You may also inquire with our current Peer Advisers about the position by stopping by our office in 3305 Tolman.

PSYCHOLOGY PEER ADVISOR JOB DESCRIPTION

Spring 2018

Working directly with and supervised by Christine Mullarkey, Peer Advisors provide general information to undergraduate students regarding the Psychology major, offer career and graduate school information, and participate in major-related events.

QUALIFICATIONS

1. Peer Advisors must be registered students at the University of California at Berkeley.
2. Peer Advisors must be declared majors in Psychology.
3. Peer Advisors must have already completed at least two upper division Psychology courses.
4. Peer Advisors must be in good academic standing.
5. Prior advising or related experience is desirable though not required; familiarity with Berkeley campus resources is helpful.

TERMS OF THE POSITION

1. The position begins on 01/12/18 to assist with Spring 2018 transfer orientation and continues through the end of the Spring 2018 semester.
2. Must be able to commit to this program for at least two semesters.
2. Peer Advisors are supervised by the UMAs in Psychology Student Services. Continued employment is contingent upon satisfactory job performance evaluation by the undergraduate advisor.
3. Peer Advisors are expected to work 3 hours per week for drop-in advising, and attend one meeting each month on Fridays 11:00-noon, as well as devote time to other events.
4. Peer Advisors will receive 1-3 units of Psych 198 credit on a P/NP basis. Grading is based on attendance, punctuality, and fulfillment of duties.
5. Peer Advisors facilitate at least one workshop per semester in any field within or related to Psychology.

The following describes some of the general duties of this position.

1. ADVISING

- (a) Provide 3-9 hours per week of walk-up advising at the Peer Advising desk in 3305 Tolman. Should be able to dedicate at least 6 hours during their first semester as a peer adviser.
- (b) Provide general information to undergraduate students regarding major requirements and procedures using resources such as the major checklist, informational flyers and various forms.
- (c) Assist students with course schedule planning and declaring the major.
- (d) Provide general information about career and graduate school options.
- (e) Make appropriate referrals to professional advisors, campus services, resources and events.

2. TRAINING AND MEETINGS

- (a) Participate in meetings throughout the semester on Fridays, 11am-12 noon. Meeting schedule TBA.

3. PROGRAMMING AND PUBLICITY

- (a) Assist SSO with events, as needed.
- (b) Give presentations to students about the Psychology major.
- (c) Assist the SSO advisors with academic and career-related programs.
- (d) Produce videos or publicity materials for events and advising.

Psychology Peer Advisor Application, Spring 2018

Deadline to apply: December 1, 2017

Submit only pgs. 3 & 4

Name:		SID Number:		
Email address:		Phone number:		
Class Standing: <input type="checkbox"/> 3 rd year <input type="checkbox"/> 4 th year <input type="checkbox"/> 5 th year		Expected Grad Term (semester and year):		
Are you a transfer student? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you plan on doing the Psych Honors program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Which Psychology courses do you plan on taking in Spring 2018?				
List upper division Psychology courses completed:				
Post-grad plans:				
Please provide your work availability during Spring 2018. Please keep in mind that the SSO is open 9-12 and 1-4, and Peer Advisors are not scheduled before 9am and during 12-1pm. You MUST be available for meetings on Fridays 11-12.				
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
You may be called for an interview. Please give your availability during the week of December 6-8.				
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Please type on a separate piece of paper your answer to the following questions. Please number your answers to each corresponding prompt. Each response should not be longer than 300 words.				
<ol style="list-style-type: none"> 1. Why do you want to be a Peer Advisor? What do you expect to be the most challenging part of the role as a peer advisor? What do you hope to accomplish in this role? 2. Name three qualities that you have that would make you a good peer adviser. 3. If you were selected, please tell us the topic of your Peer Facilitated workshop. Tell us how this will be helpful to your fellow students. 				

It is important that you are available on the following dates. By writing your initials, you indicate that you must be available during these dates and will plan your travel around them. If you are unavailable, please explain in a separate sheet of paper. Understand that this may preclude you from being a peer advisor.

____ January 12, Peer Advisor Training and New Transfer Student Orientation Session

____ April 21, CalDay 2018

____ May 16, Commencement Ceremony 2018

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for employment termination. Additionally, I understand that I may be subject to dismissal if I fail to meet the requirements for employment and remain a registered student at the University.

The University of California is an Equal Opportunity Employer.

Your Signature _____

Today's Date _____