Dear Applicant,

Thank you for your interest in the Department of Psychology’s Peer Advisor position for the Fall 2019 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 April 30th by 4pm. Submit application (page 4 only) with supplemental materials to Arlene Diaz or Christine Mullarkey in 2210 Berkeley Way West.

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

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>April 30th</td>
<td>Applications are due in 2210 Berkeley Way West by 4 pm</td>
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<tr>
<td>May 6th-10th</td>
<td>Interviews, 2210 Berkeley Way West</td>
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<td>May 13th</td>
<td>Applicants will be notified</td>
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<td>May 17th</td>
<td>Deadline to accept or decline the position by 4 pm</td>
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<td>May 22nd</td>
<td>Psychology Commencement 2019</td>
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<td>August 26th</td>
<td>Psychology Peer Advising Training</td>
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<tr>
<td>April TBD</td>
<td>CalDay 2020</td>
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Need More Information?

Please contact Arlene Diaz or Christine Mullarkey, Undergraduate Major Advisers, in the Psychology Undergraduate Student Services Office at psychsso@berkeley.edu. You may also inquire with our current Peer Advisers about the position by stopping by our office in 2210 Berkeley Way West.
PSYCHOLOGY PEER ADVISOR JOB DESCRIPTION
Fall 2019

Working directly with and supervised by Arlene Diaz and 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 08/26/19 and continues through the end of the Spring 2020 semester (Preferred two semester commitment. One semester commitments will still be considered).
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 2210 Berkeley Way West. 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.
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<th>Name:</th>
<th>SID Number:</th>
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<tr>
<td>Email address:</td>
<td>Phone number:</td>
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**Class Standing:**
- [ ] 3rd year
- [ ] 4th year
- [ ] 5th year

**Expected Grad Term (semester and year):**

**Are you a transfer student?**
- [ ] Yes
- [ ] No

**Do you plan on doing the Psych Honors program?**
- [ ] Yes
- [ ] No

**Which Psychology courses do you plan on taking in Fall 2019?**

**List upper division Psychology courses completed:**

**Post-grad plans:**

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.

- [ ] August 26th, Peer Adviser Training
- [ ] April TBD, CalDay 2020
- [ ] May 22nd, Commencement Ceremony 2019

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