CSP Summer Academic Peer Advisor

Job Description:
The CSP Summer Academic Peer Advisor (APA) is responsible for working with incoming CSP students, including CSP summer students as they register for their first fall term at Michigan. The APA will provide support for summer orientation students and the CSP Summer students. The APA will design and conduct orientation registration and LSA Degree Requirement sessions for incoming CSP students (Fall, Summer and Summer Bridge Scholars). The APA will design and implement workshops for the CSP Summer cohort and provide academic and social support to those students throughout the summer term. The APA is expected to develop close working relationships with the CSP advising staff and receives supervision from the Associate Director for Advising. The APA will be expected to be available for student consultation during the evening and afternoon sessions.

Job Responsibilities:
- Design and execute educational presentations on LSA graduation requirements, backpacking and registration processes
- Design and execute workshops to new LSA CSP students reviewing the general academic requirements for graduation and providing other information necessary to facilitate a successful orientation
  - Weekly workshops for CSP Summer Students
- Introduce students to college rules, advising resources and the value of a liberal arts education
- Provide basic advising to CSP students individually and in groups during evening sessions helping them to develop a list of possible courses and reviewing the academic and instructional services provided by CSP
- Build community among the CSP Summer student cohort
- Teach students how to effectively use the course guide and Wolverine Access
- Assist and support students as they plan their fall term class schedule and register for classes
- Assist Summer Bridge Residential Peer Advisors as they help Bridge students through the fall registration process
- Communicate with academic advisors on a regular basis

Qualifications:
- Undergraduate student with at least Junior standing (55 credits) by the end of Winter Term, 2017
- Minimum 2.5 cumulative grade point average
- Winter semester grade point average must be in good standing (no probation or special probation status)
- Previous Residence Hall experience or similar leadership experiences preferred

Important Information:
- APA cannot be enrolled in classes over the spring or summer terms
- Successful candidate must live in the residence hall for the entire time of employment
- Approximate dates of Employment: May 22 – August 18
- Time commitment is approximately 35 hours per week, including evenings
- The compensation for this position is approximately $4200 (pre-taxes; biweekly pay) room and board, cable, and access to UHS, CCRB, and M Library.