

Job Title: Residential Peer Advisor

Working Title: Residential Intern

Job Summary

Summer Bridge Scholars Program Residential & CSP Summer Peer Advisors live and work with incoming first-year Summer Bridge Scholars and CSP Summer to aid them in successfully transitioning to the University of Michigan. They help scholars develop a positive academic and social foundation. In collaboration with University Housing and Residence Education staff, they assist in developing community and upholding university and residence hall policies and standards. They also work with their assigned Comprehensive Studies Program (CSP) academic advisor to build an effective learning environment for scholars. Summer Bridge Scholars Program Peer & CSP Summer Advisors receive supervision from the Coordinator of Bridge Programs and the Summer Programs Residence Coordinators.

Time Commitment

An average of 25 - 30 hours per week including weekends and holidays. Variations from this schedule must be approved by the supervisor. June 25 - July 2 are mandatory work days. Students taking Spring classes are excused from obligations that conflict with class time and any final exams. Any training sessions will be made up at a different date and time.

Key Responsibilities

Training

- Participate in orientation meetings and training
- Participate in ongoing training workshops

Staff Meetings & Professional Development

- Attend weekly staff meetings and professional development workshops

Office Hours & Scholar Meetings

- Conduct weekly office hours
- Assist scholars in accessing and meeting academic and personal goals
- Individual and group meetings with assigned scholars

Program Development

- Develop and execute bi-weekly small and/or large programming
- Serve as a student staff representative for at least one CSP Wellness workshop
- Serve as a student staff representative during one Challenge Program session
- Serve as a student staff representative during at least one optional weekend activity

Residential Community On-Call Responsibilities

- Provide on-call responsibilities for the residential community

- Fulfill residential community duties including, but not limited to: move-in, move-out, community development, summer program and residence hall meetings, and upholding residence hall standards
- Work with Residence Coordinators and Residence Education staff to develop an effective living learning community

Liaison Responsibilities

- Meet with assigned Academic Advisor at least an hour per week
- Assist assigned Academic Advisor with weekly workshops
- Aid in registering scholars for summer and fall terms
- Serve as a liaison for up to two Campus Connections

Qualifications

- Undergraduate student with at least Junior standing (55 credits) by the end of winter term 2019
- Minimum 2.5 cumulative grade point average
- Winter semester grade point average must be in good standing (i.e., 2.0 GPA or higher with no probation or special probation status)
- Previous residence hall experience or similar leadership experiences preferred

Compensation

Residential Peer Advisors can expect to earn approximately \$4,200 based on an hourly rate of \$12.35/hr (pre-tax) and approximately 35 hours per week. Room, board, cable and access to UHS, the CCRB and UM Libraries is also provided.

Important Information

- Must be available for all days of employment, June 18 - August 20, 2019
- Residential Peer Advisors cannot enroll in classes or maintain any other employment or extracurricular activities, on- or off-campus, for the duration of this appointment
- Successful candidates must live in the residence hall for the full term of employment
- Applicants are strongly encouraged to attend one information session in the CSP conference room, 1139 Angell Hall before completing an application. Information sessions are scheduled for **January 10 at 12:00 p.m.**, **January 11 at 3:30 p.m.**, and **January 12 at 12:00 p.m.**
 - Applicants who cannot attend an information session and would like to receive information regarding the position should contact csp-bridge@umich.edu .

How to Apply

Interested students should apply online via the [CSP website](#). The application deadline is 11:59 p.m. on February 1, 2019. Please direct questions to csp-bridge@umich.edu.