CSP Orientation Academic Peer Advisor

Job Description:
The CSP Orientation Academic Peer Advisor (APA) is responsible for working with incoming CSP students as they register for their first term at Michigan. The APA will design and conduct orientation registration and LSA Degree Requirement sessions for incoming CSP students. The APA is expected to develop close working relationships with the CSP advising staff and receives supervision from the Coordinator of New Student Programs. 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
➢ Introduce students to college rules, advising resources, and the value of a liberal arts education
➢ Provide guidance 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
➢ 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
➢ Communicate with academic advisors on a regular basis
➢ Other duties as assigned

Qualifications:
➢ Undergraduate student with at least Junior standing (55 credits) by the end of Fall Term, 2018
➢ Minimum 2.5 cumulative grade point average
➢ Fall semester grade point average must be in good standing (no probation or special probation status)

Important Information:
➢ APA cannot be enrolled in classes over the spring or summer terms
➢ Approximate dates of employment May 20th - August 9th
➢ The compensation for this position is $15 per hour pre-tax.
➢ The deadline to apply is February, 24th.