



Job Description

Position Title: Peer Advisor

Title of Supervisor: Assistant Director for Student Organizations

Payrate: Starting at \$15.00 per hour

Schedule: 15-20 hours/week

General Scope of Position

This position serves as an undergraduate student staff assisting with the development, coordination and delivery of student organization services offered by Student Leadership and Engagement (SLE) and the Associated Students of the University of San Francisco (ASUSF). As a member of a Peer Advising Team, this position will conduct outreach to promote undergraduate student involvement, provide resources and advising to strengthen student organizations, and the leadership of student organization executive boards.

Specific Duties and Responsibilities

- Serve as Peer Advisor, providing general advisement for students regarding involvement in student organizations including, but not limited to: involvement opportunities, event planning, ASUSF funding opportunities, organizational development, leadership development, fundraising, and financial procedures
 - Conduct outreach to undergraduate students to encourage involvement in student organizations including integration of OrgSync use for incoming students, staffing informational tables at campus events, and helping to plan, promote and implement Involvement Fairs for the Fall and Spring semesters
 - Conduct outreach to registered student organizations to strengthen organizational capacity including compliance with policies, recruitment and retention, utilization of OrgSync, advanced event planning, leadership transition, and access to resources
 - Prepare and present workshops on involvement, student organization resources, and other leadership topics
 - Coordinate marketing and processing for ASUSF Event, Internal Development, and Travel grants
 - Provide resources on fundraising and fundraising opportunities
 - Maintain updated student organization directory and files including officers, advisor, and registration materials
 - Manage correspondence with student organization officers and advisors regarding SLE, ASUSF, and student organization information
 - Assist student organizations with the completion and submission of financial forms, including but not limited to, the ASUSF Funding Application for internal development funding, event funding, and travel funding
- Assist with the development and logistics of the Student Organization Registration, Renewal, and Orientation process
 - Advise students interested in starting a new student organization and guide them through the process
 - Coordinate marketing, distribution, collection, review, follow-up, and approval for Student Organization Renewal
 - Develop and facilitate Student Organization Orientation sessions
- Manage resources for student organizations
 - Coordinate procurement, distribution, and management of student organization copy orders
 - Maintain student organization mailboxes and distribution of mail/notices
 - Process student organization email and webpage requests
 - Provide updated lists for access to student organization benefits, such as free room reservations through Event Management & Guest Services, free ads in the Foghorn student newspaper, free design services through the Graphics Center, and eligibility to apply for ASUSF funding grants
 - Manage and maintain ASUSF Development Funding and ASUSF Support Services accounts including tracking expenditures and income, budget reconciliation, writing reports, planning, proposing a budget for the next year
- Attend meetings, trainings, professional development workshops as required
- Other duties as assigned

Qualifications

- Proven leadership and business skills required
- Skills and experience with program coordination and event planning
- Excellent interpersonal, verbal and written communication skills
- Computer skills including MS Word, MS Excel and OrgSync required; familiarity with Google applications, internet research, social media, OrgSync, and other online tools preferred
- Ability to multi-task, prioritize & meet deadlines
- Positive attitude, friendly & professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE programs and responsibilities associated with the position
- Interest in a career in student affairs preferred
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE and the University
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Work Study preferred

Time Commitment and Compensation

Peer Advisors are expected work during mandatory training/orientation/preparation period including May 12, 2017 (1pm – 5pm), July 31 – August 18, 2017 (9 am to 5 pm) plus three additional work shifts scheduled during New Student Orientation on August 19-21, 2017 (22.5 hours). During the academic year, work must be regularly scheduled during business hours of 10 am to 5 pm, Monday through Friday, for 15-20 hours per week. Preference will be given to applicants who identify availability in 4 hour time blocks (for example, MWF 9am-1pm). Specific weekly schedule will be set at time of hire. Occasional evening and weekend hours will be required. Peer Advisors are required to return to work on January 9, 2017 for Spring semester. Professional development opportunities comparable to the opportunity to attend the National Jesuit Student Leadership Conference held during a week in July is also strongly encourage.

Application

Information and online application can be found at myusf.usfca.edu/student-life/sle/join-our-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume. Priority deadline for consideration of applications is 5 pm on Friday, May 31, 2017. Top candidates will be contacted for an interview, and final selections will be made by Wednesday, April 19, 2017.