CALS SOAR Peer Advisor
Position Description

Applications due by Friday, February 19!

The College of Agricultural and Life Sciences (CALS) is seeking self-motivated, energetic, and mature undergraduates to serve as CALS SOAR Peer Advisors. Peer advisors work collaboratively with CALS professional advisors to orient and advise freshmen and transfer students during the summer SOAR program.

Responsibilities:
- Facilitate session activities promoting student interaction and engagement
- Work with incoming students in small groups and individually to answer questions and concerns
- Assist students with course selection and enrollment
- Educate students on the registration system tools
- Share information on CALS student organizations, resources and other student services
- Provide tips on adjusting to UW-Madison and CALS
- Complete administrative tasks for SOAR program days
- Provide administrative support to CALS Academic Affairs

Qualifications
- Current CALS student
- Excellent communication skills
- Understanding of and pride in CALS programs and the University of Wisconsin-Madison
- Ability to work with a broad range of students with a variety of academic interests and skills
- Commitment to working effectively with students from a wide range of cultural, economic, ethnic, and regional backgrounds
- Mature and professional approach to working with students, fellow peer advisors, and professionals
- Patience in working in one-on-one and group settings
- Must be a continuing degree student for Summer 2016 or Fall 2016
- Availability for all training dates and SOAR sessions.
  ** Summer courses may be taken with prior approval if they do not conflict.**

Work Hours and Compensation
- Employment dates are approximately May 31 – August 31
- Must be available for all training dates and SOAR sessions:
  o Pre-SOAR training will run from approximately May 31- June 8
  o SOAR program dates are June 9- August 12; August 26- September 1 (8:15am- 5:00pm Mon- Fri)
- Peer advisors will work 25-30 hours per week when SOAR is in session; limited non-SOAR program hours may be available to interested peers (please notify us by May 1 if interested).
- Salary is $9.00 per hour

Application Process: Applications due to cindy.fendrick@wisc.edu by 4:30pm on Friday, February 19

A completed application will include:
1. Applicant information sheet
2. Cover letter (no more than one page single space) addressing the following:
   a. Reasons for your interest in becoming a CALS SOAR peer advisor;
   b. One piece of advice you would share with students as they transition into UW-Madison;
   c. How a selected collegiate experience (i.e. student organization, research, academic or social transition, etc.) has impacted you, and how it will assist you in being a more effective peer advisor;
3. Resume and three references, including their names, addresses, and telephone numbers. *For assistance with resume preparation, please utilize CALS Career Services, 116 Agricultural Hall.*
4. Applicants passing the initial review stage will be extended an interview time. Final decisions will be made in mid-March.
CALS SOAR Peer Advisor
Applicant Information Sheet

Name:          Student ID number:

WiscMail address:       Phone:

Major(s):

Certificate(s):

Number of semesters at UW-Madison (including spring 2016):

Number of semesters in CALS (including spring 2016):

High school name and location:

Are you a transfer student? If so, other post-secondary schools attended:

Are you available for all training and SOAR dates? If not, when and why?

Do you plan to enroll in summer session courses? If yes, which course(s) do you intend to take?

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REMINDEERS:

Applications due by 4:30PM on Friday, February 19, 2016.

Submit your completed application to Cindy Fendrick at cindy.fendrick@wisc.edu. You may also deliver the materials to Room 116 Agricultural Hall.

A completed application will include:

1. Applicant information sheet. Feel free to answer questions in word document format.
2. Cover letter (no more than one page single space) addressing the following:
   a. Reasons for your interest in becoming a CALS SOAR peer advisor;
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   c. How a selected collegiate experience (i.e. student organization, research, academic or social transition, etc.) has impacted you, and how it will assist you in being a more effective peer advisor;
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