Become a Psychology Peer Adviser!

The Psychology Department Advising Program is looking for psychology majors interested in becoming Peer Advisers. Peer Advisers provide personalized attention to undergraduate students in one-on-one advising sessions, and play a critical role in ensuring that psychology undergraduates are aware of available academic and student life resources, receive accurate and timely academic advising, and are able to navigate the Portland State University system successfully. Peer Advisers also engage in a variety of different projects focused on helping students, and supporting the psychology department’s mission.

**Peer Advising Responsibilities and Duties**

Peer Advisers will receive training on the nuances of earning a PSU degree, common challenges students face, and how students can access helpful resources at PSU. Peer Advisers will also learn about student development theory and receive training in counseling and helping skills. The Peer Advising role includes direct academic advising to undergraduate students, administrative responsibilities, advising related projects, and outreach/education activities.

**Peer Advisers hold drop-in advising hours to advise students on:**
- How to run, read, and utilize DARS reports
- Psychology Major requirements
- University Studies requirements
- Bachelor of Arts and Bachelor of Science Requirements
- Internship, volunteer, and research opportunities
- Connecting with faculty
- Coursework appropriate for the student's interests
- Making academic and career plans

**Peer Advisers also participate in a variety of projects including:**
- Social media management (Facebook, LinkedIn, YouTube, etc...).
- Research and assessment of the advising program.
- Developing and offering services/materials for prospective transfer students.
- Developing and offering group coaching to help students with study skills, time management, and more.
- Advising office management and development.
- Fundraising and development.

Peer advisers are placed in projects according to their own interests.
Benefits of Serving as a Peer Adviser
Serving as a Peer Adviser is an excellent opportunity to learn about and apply psychology in real world settings. Peer Advisers develop a variety of skills that will be useful in workplace and graduate school settings. Becoming a Peer Adviser also helps students become more engaged in the department. Peers commonly get to know and connect with psychology faculty, professionals, faculty and students from other PSU departments, and connect with partners in the Portland community. Peer Advisers develop skills in areas such as counseling and helping, research and assessment, communications, and project management. Peer Advising experience is an excellent resume builder and and good experience for aspiring graduate students. Following a one-year commitment to the program, Peer Advisers may also be eligible to receive a letter of recommendation.

Required Qualifications to Become a Peer Adviser
- Applicants must be psychology majors.
- Applicants must have earned at least 45 credits by the end of Winter 2016.
- Applicants must have completed PSY 200 and PSY 204 (or equivalent).
- Applicants must be on track to have completed Statistics 243, 244, and Psychology 321 by the end of Fall 2016.
- Applicants must have strong interest in helping students.
- Strong organization and planning skills.
- Strong oral and written communication skills.
- Applicants must be dedicated, trustworthy and committed to completing their term of service. See specific required commitments below.

Preferred Qualifications
- Adept at running, reading, and utilizing DARS reports to make academic plans.
- Familiar with Google Apps for Education and experience utilizing pdx.edu Google mail, calendars, docs, groups, and sites.
- Experience using social media such as Facebook, LinkedIn, & Twitter to communicate with large groups of people, build community, share information, and create conversation.
Peer Adviser Commitments

Training in the Spring of 2016:
- A spring training class will be held on Tuesdays and Thursdays from 10:00 to 11:50 for the entirety of Spring term 2016.
- Spring Training also requires out of class homework, projects, and shadowing hours. Each Peer Adviser in training should expect to dedicate a total of 8-10 hours per week when training to be a Peer Adviser.

Summer 2014 Continuing Training and Beginning Practice:
- Peer Advisers must commit to at least eight weeks of continuing training during the summer.
- Each week will consist of 6-8 hours of work advising, attending a weekly staff meeting, staffing orientations, and working on psychology advising projects.
- Continuing training is crucial to Peer Advisers retaining and integrating what they’ve learned during spring into their advising practice. However, time to relax, vacation, and decompress is also important. Therefore the summer continuing training and beginning practice commitment is designed to allow Peer Advisers up to 7 weeks off during the summer.

The 2016/2017 Academic Year:
- Peer Advisers must commit to serving during the Fall, Winter, and Spring of the 2016/17 academic year.
- Each week will consist of 6-8 hours of work advising, attending a weekly staff meeting, staffing orientations, and working on psychology advising projects.

Winter and Spring Breaks in the 2016/17 Academic Year:
- Choose to work on special administrative projects and help take care of students and/or enjoy your time off! Work over these breaks is not required, but help during these times would be appreciated. Surprisingly enough breaks can be busy!

Earning Credit
Peer Advisers may earn psychology practicum credit. Each credit earned is equivalent to three hours of work per week. Therefore a Peer Adviser who wishes to earn 4 credits in a term must complete 12 hours of work per week during that term. Up to 4 credit hours total can be counted toward your psychology major. All remaining credits may count toward elective credits.
How to Apply
To apply, please submit a completed application packet, which includes:

- A completed Peer Adviser application (below).
- A current copy of your Psychology DARS (the printer friendly version).
- An unofficial PSU transcript.

Application packets are due to the front desk of the Department of Psychology (Cramer Hall 317), the Psychology Advising Center (Cramer Hall 363) or by emailing them to sbro2@pdx.edu by February 19th, 2016 at 5:00 pm. Incomplete or late packets will not be accepted. Every page of this application must be turned in, including the position description. After the initial review of applications we will select candidates who will be invited to participate in an interview. Candidates who are selected will be notified via email.
First Name: ________________________________________________________________

Last Name: ________________________________________________________________

Address: _________________________________________________________________

Number  Street  City  Zip

Phone: ______________________________

PSU email address: ________________________________@pdx.edu

Student ID#: ________________________

Number of Credit Hours Complete (including transfer hours): ___________________

GPA Overall: __________

GPA Major: __________

Please list two professional or academic references (name, phone, email address and position) that you would not mind us contacting:

Reference 1:
• Name: ________________________________________________________________
• Phone Number: _________________________________________________________
• Email Address: _________________________________________________________
• Position: ______________________________________________________________

Reference 2:
• Name: ________________________________________________________________
• Phone Number: _________________________________________________________
• Email Address: _________________________________________________________
• Position: ______________________________________________________________
Type your answers to the following questions and attach the responses to your application. Please limit your response to each question to 200 words or less.

1. Why are you interested in becoming a Peer Adviser?

2. List three strengths you have that you think would assist you as a Peer Adviser and explain how these strengths will help you in advising.

3. What do you imagine will be your biggest challenge as a Peer Adviser?

4. What else would you like us to know about you, either personally or as related to your academic or vocational goals?

Note: Your completed application for this class and signature below signify your willingness to make the commitments listed above to the Peer Advising program and to maintaining confidentiality of all material presented to you in your role as a Peer Adviser, should you be accepted into the program.

Signature: _____________________________________  Date: ________________