Berklee College of Music
Peer Advisor Job Description

Supervisor:
janicanne shane, Associate Director of Student Activities

Pay Rate: $12 per hour
Total Hours per Semester: *70-90 hours

Description:
Peer advisors provide support, mentoring, and logistical assistance to approximately 10-20 entering students ("advisees") throughout their first semester at Berklee. Peer advisors assist students with their transition to life at Berklee planning group outings, holding one-on-one meetings, email/phone correspondence, and (in some cases) supporting students in the Artistry, Creativity, and Inquiry seminars. Peer Advisors answer a wide range of questions and share resources of support that ultimately assist their advisees achieve a successful Berklee experience.

Requirements:
• 3.0 GPA
• Two semesters completed at Berklee by May 2016
• Ability and experience working successfully in a leadership role
• Desire to help entering students adjust to Berklee in healthy ways
• Extensive knowledge of the diverse Berklee student experience
• Ability to be sensitive, positive, compassionate, thoughtful, and socially conscious
• Ability to arrive on campus by August 25, 2016 for three days of training and work before and during the entirety of Orientation week (through September 3, 2016)
• Enrollment in the fall 2016 semester
• Ability to manage a flexible work schedule throughout the semester, ranging from 2 to 12 hours per week, depending on advisees’ needs
• Attend various ongoing training sessions (often 6:00 PM – 7:30 PM in the evening)

Capabilities:
• Enthusiastically and professionally welcome students to the college
• Serve as a primary contact and resource of support for first-semester students
• Plan group social activities like local museum trips, lunches and dinners, attending Berklee sponsored events and programs, Boston sight-seeing
• Integrate learned Berklee information, materials, and resources into group and one-on-one meetings
• Maintain weekly contact with advisees throughout the semester
• Refer advisees to the appropriate resources, offices, and people assistance is needed
• Assist advisees in navigating resources related to their first- and second-semester schedule
• Additional tasks as assigned

*After working roughly 30 hours during the Orientation week (August 28 – September 3), Peer Advisors work, on average, four hours per week (sometimes more, sometimes fewer). Students are permitted to hold other Student Employment jobs on campus but may not exceed 15 weekly hours (30 hours per bi-weekly pay period) for all jobs combined.