The Office of Student Development

In collaboration with students, faculty, staff and families, the Office of Student Development facilitates students’ transformation and enriches their educational experience by embracing their goals, dreams and aspirations. OSD offers opportunities for engagement in educationally purposeful activities, challenges students to develop academically and personally, provides the support necessary for them to do so, and advocates for their needs.

Student Leadership

Student leaders play a vital role in shaping campus life. While our leadership opportunities are diverse, each position carries the common goal of promoting academic excellence and purposeful engagement within and beyond the Woodbury community. Student leaders are able to effect change on campus through mentoring, advocacy, peer education and program planning. They experience the fulfillment of service, as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Student Leader Commitment

When you make a commitment to a campus leadership position, you are making a commitment to serve your fellow students. You will be expected to make the integrity and the needs of the campus community a priority in your daily life by conducting yourself with high ethical standards, developing a thorough understanding of campus policies and procedures, and taking your role as a student advocate seriously. You will be provided with tools necessary to do this during Fall & Spring Training and in-services (2 per semester). Participation in each of these opportunities is required.

The Role of the SOAR Peer Advisor in Our Community

SOAR Peer Advisors (SPA) help provide new students with a satisfying and worthwhile experience during SOAR (Student Orientation, Advising, and Registration). SPAs answer questions by providing information about Woodbury University resources. They assist faculty and department chairs in academic advising, lead discussions on a variety of topics, and conduct campus tours. SPAs will be trained on various topics involving SOAR, will also learn on the go during the SOAR process, and will have additional training through regular meetings. SOAR Peer Advisors will also co-facilitate a PPDV 100 course during the fall semester after completing their summer duties. Employment term: June 2013 – October 2013.

A maximum of two Senior SPAs will be selected each year. Senior SPAs must have been a SPA previously and completed a high quality of commitment to the job. Senior SPAs act as a second in command for the Academic Advisor during SOARs. They are responsible for checking on SOAR activities before, during and after to ensure the program is moving smoothly and address any potential problems with the SPA team and Academic Advisor. Senior SPAs will also assist with training and teambuilding opportunities. They will maintain regular communication with the SPA team and the Academic Advisor. Senior SPAs will receive additional compensation for all summer programs and regular SPA compensation for the fall semester duties.

Specific SOAR Peer Advisor Responsibilities

Summer Term
- Participate in all Spring, Summer, and Fall training sessions, meetings, and preparations.
- SOAR Peer Advisor Training: Monday, June 17 – Thursday, June 20
- SOAR Dates and Prep Dates: 6/24-6/26, 7/6-7/10, 7/15-7/17, 7/22-7/24, 7/29-7/31, 7/25-7/26, 8/1-8/2, 8/5-8/6, 8/7-8/9, 8/19-8/20, 8/21-8/22.
- Assist the Woodbury University community in welcoming and providing information to new students and parents.
- Assist faculty in advising new students with first-semester class schedules.
- Assist with tasks and/or projects related to, and participate in, SOAR and Welcome Week.

Fall Term (5-10 hours per week)
- Assist instructors in Fall PPDV 100 as a co-facilitator attending the weekly 1 hour class, 1 hour meeting with co-instructor, 1 hour weekly SPA meeting, and 1 hour bi-monthly planning meeting.
- Act as a peer advisor to your freshman class by building positive relationships with each of them and by mentoring them to succeed academically, connect with school organizations and activities, and use campus support services as needed.
- During the hours of non-class time, maintain office hours within the Office of Student Development in collaboration with PPDV faculty. During those office hours, SPAs are required to contact each of their students in the PPDV 100 class and conduct scheduled advising meetings as needed. Help facilitate occasional advising programs for students.

Qualifications
- Maintain a verifiable cumulative and semester GPA of 2.75 or above and be in good standing with the University.
- Ease in interacting with peers and ability to provide information which can assist them in making the academic and personal transition to Woodbury University.
- Completion of 0/1-unit PPDV 222 Leadership in Community Building course with a B or better.
- Cannot hold a concurrent position in the Associated Student Government Executive Board, Fraternity Sorority Council, Program Board, or as a Resident Advisor.
- Knowledgeable about Woodbury University’s General Education requirements, academic policies and procedures.
- Abide by a confidentiality agreement, maintaining confidentiality and respect of individual students’ rights at all times.

Rewards for SOAR Peer Advisor Service

Summer: SPAs will receive a stipend (taxable, issued in three installments)
Fall: $10 per hour

Office of Student Development
2013 SOAR Peer Advisor Position Description