

***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 student questions and concerns by providing information about Woodbury University resources. They assist faculty and department chairs in academic advising, lead discussions and present on a variety of topics, and conduct campus tours. SPAs will be trained on various components of SOAR, 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: May 2016 - January 2017.

Senior SPAs will be selected based on experience. Senior SPAs must have been a SPA previously and completed a high quality of commitment to the job. 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 Orientation Coordinator. Senior SPAs will also assist with training and teambuilding opportunities. They will maintain regular communication with the SPA team and the Orientation Coordinator.

***Specific SOAR Peer Advisor Responsibilities***

**Summer Term (Hours per week based on SOAR schedule)**

- Participate in all Spring, Summer, and Fall training sessions, meetings, and preparations
- SOAR Peer Advisor Training:
  - Tuesday, May 24, 2016 - Friday, May 27, 2016
  - Tuesday, May 31, 2016 - Thursday, June 2, 2016
- SOAR Dates and Prep Dates:
  - Prep: 6/13, 6/16, 6/20, 7/25, 7/28, 8/12, 8/16
  - SOAR: 6/14-6/15, 6/17, 6/21-6/22, 7/26-7/27, 7/29, 8/13, 8/17
  - Tentative Prep and SOARs: 7/18, 7/19-7/20, 8/15, 8/16
- 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 hours per week, 15 hours per week (SOAR weeks)]**

- Assist instructors in Fall PPDV 100 as a co-facilitator attending the weekly 1.5 hour class, 1 hour meeting with co-instructor, 1 hour weekly FPA meeting, and weekly office hour
- 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
  - Office hours may be used for the SPAs 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
- 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.
- Cannot hold a concurrent position on the following:
  - Associated Students of Woodbury University Executive Board, Greek Council, Program Board, or as a Resident Advisor
- Cannot hold more than ONE additional position from the following:
  - APM, Tutor, Intern

**Summer (Hours per week based on SOAR Schedule):**

New SPAs - \$10.00/hour; Senior SPAs - \$11.00/hour

**Fall [not to exceed 5 hours per week (SOAR weeks exempt)]:**

New SPAs - \$10.00/hour; Senior SPAs - \$11.00/hour

SPAs may choose to be compensated in the form of on-campus housing in lieu of hourly rate.

Under no circumstances may your total weekly hours of on-campus work exceed 29 hours per week.