The Fisher College of Business Peer Advisors are undergraduate trained paraprofessionals who meet individually with undergraduate students in the Fisher College of Business to advise them on various aspects of their undergraduate experience and help with the instruction of various introductory BUSADM courses. Duties and responsibilities include:

- Hold regularly scheduled, weekly walk-in office hours
- Assist students with the development of curricular and co-curricular goals
- Assist the instructor with managing, coordinating, and facilitating BUSADM 1100/1100H, 1101.01 (BUS scholars seminar), 1101.02 (campus change) and 1200 courses, including but not limited to: making in-class presentations, facilitating discussions, coordinating extra credit options, helping track attendance and grading, and posting announcements/information to class Carmen site
- Assist with outreach and presentations as needed
- Plan events/activities to encourage involvement and connection to Fisher and Ohio State
- Participate in a week-long training program to learn Fisher policies and procedures and curricular requirements, as well as student development theories and teambuilding activities

**THE BENEFITS TO YOU**

- Flexible hours that fit with your normal class schedule
- List your facilitating and advising experience on your resume
- Enhance your communication, teaching, presentation and leadership skills by providing 1-on-1 consultation to college students and assisting the instructor of the class to which you are assigned
- Offers the chance to form meaningful mentoring relationship with students who are new to the university/campus
- Receive $10.51 per hour

**QUALIFICATIONS**

Requires higher level interpersonal skills to advise students about issues they present; enthusiastic about helping others; strong verbal and written communication skills to present information and success strategies clearly to students; exercises some independent decision making and problem solving; ability to work independently with minimum supervision as well as work in a team environment; strong organizational skills and attention to detail is a must.

Third or fourth year Fisher College of Business student as of Autumn Semester 2017 (not graduating before May 2018); good academic standing with a minimum GPA of 3.0; at least some business core classes completed; a variety of different campus and/or co-curricular involvements encouraged/desired

Must be able to complete a 10-hour per week commitment in Autumn Semester 2017 and a 4-6 hour per week commitment in Spring Semester 2018; desire to make this a productive, personal experience and not just a part-time job

**TRAINING**

- You will participate in a required comprehensive training program the week before Autumn Semester 2017 begins
- You will learn about the resources and policies of the Undergraduate Programs and Advising Office, the main ideas behind certain student development theories, how to conduct an advising meeting, and the goals and outline of the course you are helping to instruct
- You will also participate in on-going training, which will include weekly meetings with your supervisors

**APPLICATION PROCESS**

To apply, please visit FisherConnect and look for the Qualtrics link. Please submit your resume and a cover letter through the Qualtrics link. In your cover letter, be sure to address why you want to be a Peer Advisor and what specifically makes you an excellent candidate.

Application deadline: 11:59 p.m., Friday, February 3, 2017.

Please e-mail Beth Pittman at pittman.47@osu.edu, if you have any questions.