Peer Advisor Job Description

The Center for Academic Services and Advising (CASA) is looking for talented and motivated students to serve as CASA Peer Advisors. CASA Peer Advisors are undergraduates who work with students on a variety of topics from general advisement and registration guidance to the development of study skills strategies, time management techniques, and exam preparation skills.

Peer Advisor Responsibilities:
- Hold regular office hours: approximately 4-6 hours per week during which peer advisors assist students with general course advisement and other duties as assigned
- Provide appropriate referrals based on students' needs
- Be available to assist CASA with department activities and events as related to the position
- Collaborate with fellow peer advisors to develop and conduct advising related workshops

Peer Advisor Key Qualifications:
- Sophomore standing or higher
- Personable, flexible, and understanding of the needs of Mines students
- Ability to work effectively with diverse populations of students, faculty, and staff
- Capacity for discretion, diplomacy, and confidentiality
- Strong understanding of the advisement and registration process
- Desire to grow as a student leader at Mines

Additional Requirements:
- Knowledgeable about the Mines Community
- Comfortable presenting to student groups
- Maintain good academic standing
- Work Study eligibility preferred but not required

Please submit your resume along with a brief email describing your interest in the position to Amy Argyris Dupont at AArgyris@mines.edu