

CSE Peer Advisor 2020 - 2021

Position Description:

CSE Peer Advisors are dedicated undergraduate students that work closely with CSE professional advisors to provide academic services and support to current and prospective CSE majors. This part-time student staff position assists the CSE undergraduate advising team by holding individual advising appointments, conducting presentations, and assisting with special projects and events.

CSE Peer Advisors help guide students' academic plans by listening to their concerns, asking meaningful questions, clarifying requirements, and suggesting options and resources. They should be both encouraging and realistic with students. They must be able to have productive conversations about difficult subjects: for example, providing guidance for a student who is struggling academically. By developing their own personal and professional skills in this position, CSE Peer Advisors will simultaneously foster the success of other students while gaining professional skills.

Position Responsibilities:

Under the guidance of the CSE Academic Advising team, CSE Peer Advisors will:

- Provide one-on-one advising to undergraduate students through drop-in advising and advising appointments
- Assist with and lead presentations and group advising sessions such as CSE information sessions
- Represent the Allen School at campus-wide and region-wide events
- Help students understand academic expectations, including coursework, degree requirements, and academic policies; suggest course alternatives when first-choice courses are not available; help students create balanced schedules with realistic workloads
- Provide information on Allen School admissions and current admissions standards, as well as provide application feedback and personal statement review
- Provide appropriate referrals to CSE academic advising and campus offices such as the Career Center, Counseling Center, and Financial Aid
- Keep meaningful notes from advising meetings with students
- Respond to current and prospective student questions via email and Slack
- Complete administrative responsibilities including the creation of marketing materials, presentations, and assist with data entry
- Complete special projects as assigned

Required Qualifications:

- Degree-seeking undergraduate student in Computer Science or Computer Engineering at the Allen School for the 2020- 2021 academic year
- Good academic standing with GPA of at least 3.0
- Thorough familiarity with CSE, including academic areas, requirements, and resources
- Completion of three quarters at the UW prior to Autumn 2020 start date
- Strong communication and interpersonal skills applied in-person and in professional writing
- Ability to work effectively with diverse populations of students, faculty, and staff

- Capacity for discretion, diplomacy, and privacy regarding sensitive student matters and protected information
- Sensitivity to delicate student issues, such as unsatisfactory academic performance or personal concerns
- Resourceful, reliable, flexible, motivated, and independent
- Genuine interest in working with and helping fellow students
- If you plan to take a quarter off during the 2020 - 2021 academic year (excluding summer quarter), you are not able to fulfill the CSE Peer Advisor role

Preferred Qualifications:

- Junior or senior class standing
- Completion of some or all of the 300-level CSE major required courses
- Prior experience in similar or related activities (such as TA, student organization officer, or other student leadership position)

Hours and Compensation:

- 6-15 hours per week while the University of Washington is in-session, with a max of 19.5 hours per week
- Work hours are Monday - Friday between 9:00 am and 5:00 pm. Most shifts are from 9:30 am - 12:00 pm and 1:00 - 4:00 pm with the possibility of occasional after-hours shifts.
- Student should be available for weekly 1-hour CSE Peer Advisor team meetings
- Schedules will vary from quarter to quarter based upon availability and class schedule. Schedules are provided at the start of each quarter.
- Compensation: \$16/hour

Period of Appointment:

Autumn quarter 2020 through Spring quarter 2021, with the possibility of extension for future quarters depending on student's interest and advising needs. All CSE Peer Advisors are expected to attend a mandatory training on September 29, 2020 to prepare for the academic year.

Application and Selection Process:

- **Due April 3, 2020:** Complete the [online application](#) and send a resume to academic advisor Chelsea Navarro at crm@cs.washington.edu.
- **April 10, 2020:** Applicants contacted to schedule an interview
- **April 13 - 17, 2020:** Interviews
- **April 20, 2020:** CSE Peer Advisor Offers