

PEER ADVISOR JOB DESCRIPTION

Introduction

Peer Advisors (PAs) are undergraduate student employees within the Office of Academic Support (OAS) who serve as approachable, informed, and student-centered representatives of the Office. Emerging from the former Peer Mentor (PM) program, the PA role continues OAS's commitment to student development, peer support, and engagement by helping students navigate their academic and college experiences through peer guidance, resource connection, community-building, communications, programming, and campus collaboration. PAs draw on their undergraduate experiences to offer perspective and support while recognizing the uniqueness of each student's journey, and they are expected to listen, provide appropriate information, connect students with resources and opportunities, and refer students to OAS staff or other campus resources when appropriate.

General Statement of Duties

Peer Advisors contribute to an inclusive, supportive, and academically engaged campus community by providing guidance and support to their peers as they navigate their academic journey at Bryn Mawr College, connecting students with campus resources and opportunities, developing student-centered communications and programming, and collaborating with OAS peer educators and campus partners. PAs serve as a welcoming point of connection between undergraduate students and OAS while helping students discover resources, build connections, and engage with the people, programs, and opportunities that contribute to their educational and college experience.

Roles and Responsibilities

Peer Guidance and Student Support:

- Provides guidance and peer support to undergraduate students as they navigate their academic journey and college experience at Bryn Mawr College.
- Serves as an approachable point of connection for students seeking information about OAS programs, academic resources, campus opportunities, and the broader college community.
- Maintains a strong campus presence by facilitating OAS weekly drop-in hours with other OAS PALs, staffing Guild at Night, and supporting students during high-need periods throughout the academic year.
- Takes initiative to build relationships with assigned students and serves as a positive role model for balancing academic and college life.
- Maintains appropriate professional boundaries and confidentiality and refers students to OAS professional staff, campus partners, or other appropriate resources in routine and emergency situations.

Student Communications:

- Develops and contributes content for weekly emails to undergraduate students in assigned residence halls, including faculty, staff, and student spotlights, academic resources, event announcements, campus opportunities, and other timely information.
- Identifies and publicizes topics, resources, and opportunities relevant to the undergraduate student experience.
- Develops spotlights featuring faculty, staff, and Peer Academic Leaders (PALs) that highlight diverse educational journeys, perspectives, and approaches to learning.
- Collaborates with OAS staff and student employees to ensure communications are accurate, timely, accessible, and engaging.

Campus Programming and Collaboration:

- Coordinates and/or co-facilitates a programming series for the undergraduate student body in collaboration with campus departments, offices, programs, and partners.

- Develops programming that responds to student interests, experiences, and needs and supports student engagement and connection.
- Collaborates with campus partners on program planning, communication, logistics, and facilitation.
- Promotes OAS programs, services, and campus opportunities through appropriate communication channels.

Office of Academic Support Team Member:

- Attends and participates in the Peer Academic Leader Training in August and all required staff meetings, supervision meetings, and programs throughout the academic year.
- Maintains frequent communication with the OAS staff and assigned students by responding to emails or phone calls in a timely manner.
- Collaborates with other OAS peer educators to support a cohesive student experience and contribute to a positive team environment.
- Completes all other assigned administrative duties for the Office as requested by the Head PA or OAS professional staff.

Length of Appointment

The length of appointment is for one academic year. The average time each week required to fulfill the position responsibilities is estimated to be 2 to 6 hours. This estimate is provided as a guideline, and PAs should expect some fluctuations during busier periods during the academic year.

Academic Standards

All Peer Advisors must be in good academic standing with the College and be enrolled as full-time students.

Remuneration

Peer Advisors make a voluntary commitment to serve the community. The principal benefits of the PA role are the personal growth and experiences that come from working with and helping a diverse and talented group of students; however, advisors also earn an hourly wage.

Eligibility for Appointment

The Peer Advisor position is a student employment opportunity. Applicants must be U.S. citizens or have an employment authorization document (EAD) and a valid social security number (SSN) to be eligible. PAs are eligible to re-apply for a second year. Eligibility in itself, however, does not constitute a commitment of the Office of Academic Support to offer reappointment.

Termination

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Office of Academic Support prior to its normal expiration if the enrollment of the student employee in their graduate program ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to meet academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or the Office of Academic Support. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

FOR FURTHER INFORMATION CONTACT:

academicsupport@brynmawr.edu

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