

Position Title: Peer Adviser
Must work 5 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are essential duties for a Peer Adviser in the Black Cultural Center:

1. To assist students in understanding the general purpose and importance of higher education.
2. To assist students in adjusting to the academic environment by helping them to develop an identity and to establish relationships with the institution, faculty, staff, peers, and the community.
 3. To provide information concerning academic policies, procedures, and programs.
 4. To provide appropriate advising and mentoring to students.
5. To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates a conducive learning environment.
 6. To provide a supportive relationship and sufficient feedback to enable students to make well-informed decisions.
 7. To provide information about various support services and resources on campus and encourage students to utilize these services. You may want to accompany students to appropriate office.
 8. To promote an awareness of opportunities available to students outside the classroom.
 9. To encourage participation in cultural events by informing the students of these events and planning to attend an event with student.
 10. To encourage students to become involved in student organizations, clubs, government, etc.

B. The following are possible additional duties for this position:

1. Filing, typing, and running errands
2. Serve on the MLK Planning Committee and/or BEAB

III. Learning Opportunities:

- A.** Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as listed in the *Berea College Student Labor Program and Procedures Manual*.
- B.** Will learn the importance of creating an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates a conducive learning environment for students
- C.** Will learn effective ways of communication
- D.** Will learn to organize workshops/programs
- E.** Will learn time management skills

IV. Basic Qualifications:

- A.** General: Dependable, responsible, and personable
- B.** Skill: Ability to listen and willingness to help others; confidentiality is extremely important; good verbal communications; ability to manage time and multiple tasks.
- C.** Physical: Energetic
- D.** Academic: Not on any probation, 2.5 GPA, recommendation from peers, faculty, and staff

V. Desirable Qualifications:

- A.** General knowledge of the organizational structure of Berea College
- B.** Knowledge of the Black Cultural Center's mission

