



Office of High School and Pre-College Programs
Nexus Building, Room 104
One South Ave.
Garden City, NY 11530

JOB TITLE Pre-College Peer Adviser

REPORTS TO Director of Early Engagement Programs

JOB SUMMARY

The Adelphi University Pre-College Program immerses high school students in collegiate life, academically and socially, preparing students for the next step in their educational journey. The primary responsibility of Peer Advisers is to ensure safety and a positive experience that is both fun and academic in nature for the students. The role of a Peer Adviser is to serve as a link between Pre-College Program students and the University, and to assist in the academic and social transition of the students. A Peer Adviser will also familiarize high school students with the resources available on campus, and will serve as a role model. **Interviews will occur on a rolling basis and are by invitation only.**

EMPLOYMENT

Peer Advisers must have a cumulative GPA of 3.0, have completed at least 24 credit hours (of which 12 must have been completed at Adelphi), be in good academic and disciplinary standing, and have relevant coursework associated with a course. The 2020 courses include:

- Acting and Musical Theater
- Art and Technology
- Business and Entrepreneurship
- Computer Programming and VR
- Digital Video and Drone Technology
- Gender and Sexuality Studies
- Human Rights and Social Movements
- Introduction to Nursing
- Honors Liberal Arts Learning
- Medical Research
- Psychology and Pop Culture
- Teaching and Teacher Education
- Trauma Management and Social Work
- Sciences, Medicine and Health

**Please note that Peer Advisers will not be hired without approval by the instructor of the course for which the applicant has applied to lead.*

RESPONSIBILITIES AND DUTIES

1. Escort students enrolled in the Pre-College Program at all times, including, but not limited to, class (must remain with assigned group of students during scheduled class time) around campus, and to off-campus excursions.
2. Support, abide by, and uphold the policies of the University, including being a positive role model for the students. Must be able to explain University and Program policies, rules and regulations to students, and enforce, document, and report any policy violations and/or inappropriate behavior.
3. Be available, visible and accessible to students enrolled in the Pre-College Program and work to establish and maintain positive relationships, including resolving any conflicts between students and/or roommates.
4. Maintain frequent communication with the Director of High School and Pre-College Programs and senior paraprofessional staff updated on situations that arise including academic, health, and social concerns.

5. Plan, coordinate, and implement one program in collaboration with co-Peer Adviser related to community development, life skills, and/or leadership.
6. Complete all administrative tasks, including the documentation, dissemination of information, and properly completing all other paperwork.
7. Assume weekday and weekend duty as assigned and scheduled by the Director of High School Programs. Unless the Peer Adviser is noted as “off,” the Peer Adviser is expected to respond to emergency and crisis situations that involve one or more student(s) in their assigned course.
8. Attend all staff meetings, trainings, in-services, special meetings, classes, programs and workshops, off-campus excursions, and other events as indicated.
9. Must be present and participate in all Pre-College Program related activities, including successfully executing check-in and check-out.
10. As a paraprofessional employee of the University, Peer Advisers are “mandated reporters.” As such, Peer Advisers are required to report certain categories of crimes and incidents including sexual misconduct as covered by the following federal laws: the Clery Act, Title VII, and Title IX.
11. Perform all other duties as assigned by the Director of the Office of High School and Pre-College Programs or senior paraprofessional staff members.
12. Other duties as assigned. Please review the Peer Adviser Handbook for more details.

MINIMUM REQUIREMENTS

1. Major/minor in topic related to Pre-College Program course.
2. Demonstrate strong oral communication and interpersonal skills.
3. Shows strong academic knowledge of topic related to Pre-College Program course(s).
4. Ability to serve as a role model and mentor for high school students.
5. Exhibit strong leadership skills and potential for growth.
6. Can effectively work with large groups and individual faculty members.
7. Knowledge of University resources.

PREFERRED REQUIREMENTS

1. Involved in University co-curricular activities/leadership experience.
2. Prior work experience in related field (tutor, camp counselor, etc.).

PHYSICAL REQUIREMENTS

1. Must live in assigned room while for duration of the residential portion of the Program.
2. May require frequent walking and climbing of stairs, and moderate lifting.

EDUCATIONAL EXPERIENCE

1. Must have a minimum 3.0 cumulative GPA.
2. Must have completed at least 24 credits (with at least 12 at Adelphi).
3. Must be in good academic and disciplinary standing.

COMPENSATION

For the duration of their residential programs, Peer Advisers are provided with a premium double or triple room with AC and private bathroom and full meal plan. Peer Advisers will also receive a \$500 per week stipend following the Pre-College Program.

For more information, please contact the Office of High School and Pre-College Programs at precollege@adelphi.edu or 516 877.3410.