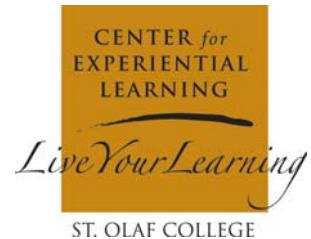


**Peer Advisor,
Center for Experiential Learning
2008-2009**



Peer Advisors are an integral component in providing service to students in the Center for Experiential Learning – We'd love to have you join us!!!

RESPONSIBILITIES: Peer Advisors welcome students to the Center for Experiential Learning (CEL) and help them in seeking career, internship, civic engagement, community-based work study or entrepreneurial experiences. They talk students through the graduate school application process and resources on choosing a major; assist students with resumes and cover letters; help them navigate searches for job, internship, and volunteer opportunities; and work with them on identifying internet and book resources for all of the above needs. Peer Advisors also complete projects according to career/skill-based preferences, gain subject/area expertise according to their interests, assist with CEL events, lead workshops and hall programs, and perform other office duties such as scheduling appointments, answering phones, etc. Peer Advisors typically work 6-10 hours per week.

TRAINING: Peer Advisors are required to attend (and will be paid for) all training sessions. The CEL provides Peer Advisors with expertise, both through intensive workshops before the academic year begins, and throughout the year via supplemental monthly meetings. Mandatory training sessions will be held on Monday, September 1st, (**Labor Day**) and Tuesday, September 2nd, 2008.

QUALIFICATIONS: We expect the selection process to be a competitive one! In particular, we will be looking for the following traits and skills:

- Strong interpersonal and professional communication skills with the ability to listen, advise, teach and explain
- Enthusiasm for helping other students and a customer-service orientation
- Ability to effectively manage multiple priorities
- Sense of resourcefulness and creative problem-solving skills
- Attention to detail and follow-through
- Ability to collaborate with a range of professional and administrative staff, demonstrating initiative and leadership skills in your chosen areas of expertise

REWARDS: The Peer Advisor position will allow you to develop a wide range of transferable skills for your future. As a Peer Advisor, you will also have first-hand access to the college's resources related to career development, internships, entrepreneurship, and civic engagement!

APPLICATION PROCEDURES:

- Apply via OleRecruiting- upload and submit your application (www.stolaf.edu/services/cel/students/Peer_Advisor_Application.doc) and résumé (www.stolaf.edu/services/cel/students/resume.html).
- Application deadline: Friday, April 18th, 2008
- Interviews: April 24th-25th, 2008
- Questions? Contact Kirsten Cahoon (*cahoon*) or Andrea Kubinski (*kubinski*) or x3268

**OleRecruiting & Résumé assistance is available!
Please ask the Peer Advisor on duty - M-F, 9-5.**