## Academic Services
**Advisement, FYRST Seminar and Peer Leader Program**

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<td>G.A. Position:</td>
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<td>Supervisor:</td>
<td>Cathy Brinjak</td>
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### Job Description

The Academic Advisement Center which is included in the Department of Academic Services provides students, faculty, and administrators with academic information concerning University advisement programs, policies, procedures, and services. The Center further provides new students with an academic orientation to the university, houses the Exploratory Studies program, provides services for faculty advisors and training for new faculty and continuing faculty who teach the FYRST Seminar, coordinates the peer leader program for the FYRST Seminar, and assess both the peer leader program and university advisement processes. The Center is also responsible for coordinating the FYRST Seminar/Learning Community Cluster initiative. This Initiative includes the development and coordination of the academic LCCs, assessing the success of the FYRST Seminar course, and recruiting and training faculty to teach the courses.

### Job Functions/Responsibilities

#### FYRST Seminar and Peer Leader Program
- Coordinate the peer leader program for the FYRST Seminar.
- Assist in the recruitment, hiring, training and monitoring of the FYRST Seminar Peer Leaders.
- Assist with the University’s Retention Program, training the FYRST faculty and peer leaders in the use of the system to improve the retention of students.
- Prepare and present College Skills Workshops (time management, note-taking, memory, test preparation, finals exams, etc.) for the department.

#### Academic Advisement Services
- Assist the director with the coordination of the advisement program, providing information to faculty and students.
- Provide students with critical information on the liberal studies program, the degree audit, Banner, and basic advising timelines and procedures.
- Meet with students to assist them in making decisions about their academic programs and refer to the Office of Career Education and Development when necessary.
- Serve as a student presenter in the FYRST Seminar Program on topics such as academic advising, registration, and the retention system.

#### General Office Coordination
- Maintain contacts with faculty and students prior to implementation of various programs and workshops with respect to advisement training and FYRST Seminar professional development.
- Assist in the assessment of the peer leader program, the FYRST Seminar program, and advisement
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- Utilize creativity and technical expertise for D2L and web-site development, electronic communications, and positive marketing of department services.
- Conduct on-going first-year student research.
- Show superb attention to detail and organizational skills in order to prepare resources for student and faculty workshops/training sessions and assist with the implementation of these sessions.

Desired Qualifications
- Excellent written and oral communication skills.
- Excellent knowledge of technology and computer skills.
- Excellent people skills.
- Strong organizational skills and creativity.
- Good work initiative and ability to work independently.

Graduate Student Outcomes
- Program planning and implementation
- Academic advising
- Presentation skills
- Research skills
- Technology skills

Appropriate SRU Graduate Majors
- Student Affairs in Higher Education
- School Counseling
- Community Counseling
- Elementary Education
- Secondary Education

Supervisor’s Expectations
- The student would be expected to work 17.5 hours a week Monday through Friday. These hours are primarily traditional office hours, 8:00 am – 4:30 pm.

Supervisor's address:
Academic Advisement Center 009 Bailey Library
Slippery Rock, PA 16057
United States

Phone Number: (724) 738-2009

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