

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

**I ILLINOIS**  
Division of General Studies

807 South Wright Street  
Illini Union Bookstore Building, Floor 5  
Champaign, Illinois 61820

The Division of General Studies (DGS) is seeking undergraduate student leaders, who are interested in being a positive influence on the DGS campus community, to assist with our summer registration program.

DGS is the starting point for the University of Illinois students who wish to explore their options before declaring a major. We also serve students in transition between colleges or majors. The DGS student body is approximately 3,000 students. The summer peer advisors will work closely with DGS advisors and administrators to gain necessary knowledge to assist incoming freshman in planning for their first semester of college.

DGS Summer Peer Advisors will:

- Learn about the academic advising profession by being an integral part of Summer Registration
- Collaborate with DGS academic advisors, administrators, and other campus partners
- Serve as a point person for roughly 1,700 new students
- Facilitate morning small group meetings for DGS students during Summer Registration
- Assist new students with registration of courses for the fall semester

The DGS Summer Peer Advisor position will assist students with the following skill development:

- Teamwork
- Collaboration
- Presentation skills
- Small group facilitation
- Mentoring
- Problem solving
- Critical Thinking

Candidates must be available for weekly training (day and time to be determined- approximately 2 hours per week) beginning April 16. Full staff training will begin May 14. Peer advisors will be responsible for working approximately 30 hours per week from May 29-July 6.

The pay for this position is \$8.25 per hour.

Required qualifications:

- Strong communication skills
- Demonstrated ability to work well with others
- Knowledge of the Course Explorer website
- Knowledge of UI Integrate Self Service
- Successfully pass a background check
- Minimum GPA of 2.0 or above

Preferred qualifications:

- Former DGS student
- Familiarity of ICT process
- Knowledge of Illinois general education requirements
- Junior or Senior class standing for Fall 2018
- Demonstrated leadership experience
- GPA of 2.5 or above
- Attend a peer advisor informational session

Application:

- Email a cover letter, resume and three references to Jessica Arnold, [jarnold7@illinois.edu](mailto:jarnold7@illinois.edu) by 5pm on April 6, 2018. Applications received after 5pm will not be considered.