



DARE TO DO MORE

Peer Advisor Academy

Guidelines for Program Supervisors

The goal is to ensure that The Peer Advisor understands their responsibilities in supporting your department and meeting your program's expectations.

I. Preparing to welcome the Peer Advisor:

- Discuss the Peer Advisor's responsibilities with your supervisors and or members of your department.
- Provide a workspace for the Peer Advisor.
- Work with your Peer Advisor to create a set schedule.

II. Starting your work together:

- Introduce the Peer Advisor to faculty and staff in your department.
- Communicate your policy for latenesses, absences, make up hours and signing login sheets for hours worked.
- Provide contact information both for yourself and any other staff member that the Peer Advisor will be working with.
- Discuss with the Peer Advisor the department or office's overall function, policies, supervisor's expectations, Peer Advisor responsibilities, and any relevant details about the students he/she will be working with.
- Provide work assignments appropriate to advisement responsibilities including instructions and deadlines.

III. Providing ongoing support:

- Offer departmental training and resources to prepare the Peer Advisor for assigned tasks.
- Encourage the Peer Advisor to identify any additional support needed from you to be successful. Encourage returning Peer Advisors to give advice to new Peer Advisor based on their experience.
- Meet regularly with your Peer Advisor(s) to discuss progress and challenges. Offer ongoing feedback and support.



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IV. Communicating with the Peer Advisor Academy:

- Complete brief monthly check-in surveys to assess the effectiveness of the Peer Advisor. You will receive a link to the survey via email which will be helping to determine the reappointment of the Peer Advisor.
- Communicate inquiries, suggestions, or challenges to program coordinator during your monthly check-in with the coordinators, to enhance the effectiveness of the program.
- Inform the Peer Advisor Academy program coordinator, Julissa Camilo, of any concerns you have about a Peer Advisor.

Please keep in mind:

- Peer Advisors may not manage classes or assist students with course content. Students are to be directed to appropriate tutoring areas for such help.
- Peer Advisors may not perform clerical tasks intended for administrative staff.
- Peer Advisors are hired for the purpose of advising and mentoring students.