

BCLA Peer Leader Position

The Undergraduate Advising Office in the Bellarmine College of Liberal Arts provides academic counseling and advisement to undergraduate students as well as coordinates programming for continuing students. The office serves an undergraduate population of approximately 2,100 students (majors and minors) through answering general academic questions, assisting with development and clarification of academic goals and plans, and planning programs related to student academic interests and opportunities. The Advising staff works closely with other University offices to ensure students are served effectively and problems are resolved quickly.

Overview:

Peer leaders will support new and continuing students in the Bellarmine College of Liberal Arts. To effectively work with students, peer leaders participate in regular trainings in the following areas:

- University resources, appropriate referral processes, and FERPA
- Effective study skills (time management, goal setting, effective study habits, etc.)
- Professionalism, customer service, and effective communication, particularly when interacting with students and the campus community
- Opportunities for personal and professional growth through peer interactions, workshops, and trainings

Peer Leaders responsibilities:

- Plan social events and workshops to engage continuing students and assist new students with the transition to college
- Help BCLA students understand how to access various tools to succeed at LMU including Brightspace, PROWL, Microsoft Teams, Zoom, etc.
- Help guide BCLA students to successfully address various topics such as time management, campus resources, transition to college, etc.
- Recognize when a student needs to be referred to an academic advisor for in-depth advising or to other campus resources for additional support
- Build rapport, serve as a role-model, and a resource for BCLA students
- Assist with phone/social media/email outreach and campaigns for advising related workshops and events
- Work with coordinator to create a work schedule during regular business hours. Office Hours are Monday-Friday, 9am-5pm
- Comply with FERPA regulations

Peer Leader qualifications:

- Interest in assisting peers with navigating LMU
- Strong interpersonal skills and ability to articulate information clearly in individual and group settings
- Enthusiasm to engage in and plan events, workshops, and outreach activities
- Patient, responsible, team-oriented, and organized
- Willingness to learn and grow

Required:

- Must be available for regular trainings on Fridays 9am-10am on the first Friday of the month or Mondays 2-3pm on the first Monday of the month
- A work study award through the Financial Aid Office is required for this position

To apply for the position, please submit a resume, cover letter, work availability and application via LionJobs on Workday. You can search for the job with the following name and ID: # R351, Peer Leader. Interviews will be scheduled shortly after receiving applications.