OPTIONAL INFORMATION SESSION on Tuesday February 16, 2016 from 5:30 – 7:00 p.m. in G239/G243 Angell Hall (directly below the Advising Center in 1255 Angell Hall.)

The LSA Academic Advising Center will hire 15 Summer Academic Peer Advisors during First-Year Student Summer Orientation to introduce incoming mainstream LSA students to academic aspects of college life.

SUMMER ACADEMIC PEER ADVISOR RESPONSIBILITIES

1. Attend Summer APA training (currently scheduled for Monday, May 23, 2016 through Friday, June 3, 2016 – 9:00 a.m. through 5:00 p.m. each day), weekly Monday morning Summer APA Staff meetings from 9:00 a.m. – 10:00 a.m., and a weekly conference with the academic advisor assigned as your partner for the week.

2. Assist Academic Advisors in the presentation of LSA degree requirements to groups of 105 students from 12:45 p.m. – 1:45 p.m. Monday – Thursday.

3. Work with a group of 7 incoming students to help them get started thinking about course options, future plans, and getting acclimated to the University. This meeting will take place from 2:00 – 3:00 p.m. Monday through Thursday each day throughout the summer.

4. Advise small groups of students during evening sessions, Monday through Thursday from 7:15 – 10:00 p.m. APAs discuss course options, present the on-line resources and strategies necessary for making successful course election decisions, teach students how to create a course schedule, and counsel students as each develops a list of courses to be discussed with the Academic Advisor the next morning. This group meeting will consist of approximately 21 incoming students and 3 Academic Peer Advisors.

5. Compose brief nightly email summaries of these evening sessions for use by Academic Advisors, highlighting issues of concern, thereby improving the services Academic Advisors can provide students in their individual advising sessions.

6. Assist students Tuesday through Friday mornings in the registration site (Angell Hall Computing Site) as they build schedules and register for classes via Wolverine Access. Typically this will be from 8:45 a.m. – 11:00 a.m. Tuesday through Friday.

7. Fulfill these responsibilities through the summer orientation programs, Monday, June 6, 2016 through Friday, August 5, 2016.

8. YOU MUST BE ABLE COMMIT TO WORKING ALL DATES THROUGHOUT THE SUMMER.

Sample Weekly Schedule:
Monday – 9:00 – 10:00 am Weekly APA Staff Meeting
Monday 10:00 – 11:00 am Meet with assigned advisors
Monday - Thursday 12:45 – 1:45 pm Large Group Meeting
Monday – Thursday 2:00 – 3:00 pm Small Group Meeting
Monday – Thursday 7:15 – 10:00 pm Evening Backpacking Session
EMPLOYMENT SCHEDULE
Academic Peer Advisors are employed for a two-week training period (May 23, 2016 through June 3, 2016) and for the entire Summer Orientation Program (Monday, June 6 through Friday, August 5, 2016). The APA position is full time and does not allow time to take classes; each APA begins Monday morning with a staff meeting and ends Friday after the last student has registered. Weekends are free. Memorial Day and July 4th are regular UM holidays.

COMPENSATION
There are two compensation options. Option A would provide a stipend of $4,150 plus a room (double room as a single) in Couzens Residence Hall during training and the orientation program. Option B would provide a stipend of $3,400 plus a room (double room as a single) in Couzens Residence Hall and a meal plan. APAs are encouraged, but not required to live in Couzens throughout training and summer orientation. Specific details about the time and procedures for move-in to the residence hall will be provided in advance to those who are hired as APAs. APAs will move out of Couzens on Monday, August 8, 2016.

QUALIFICATIONS
Applicants must be continuing LSA undergraduates or May 2016 graduates with a commitment to assisting new students in adjusting successfully to UM. Members of the Honors Program, Residential College, Comprehensive Studies Program and/or any of the Michigan Learning Communities are eligible to apply. Experience as a peer advisor or residence hall staff member, the ability to work under pressure, flexibility, and a sense of humor are desirable.

SELECTION PROCESS
Completed applications are due to Rob Gordon C/O the Advising Center Front Desk, 1255 Angell Hall, by 4:00 pm Friday February 26, 2016. Written applications will be reviewed and references checked to decide which candidates will be interviewed. Academic transcripts may also be checked. Applicants will be informed via e-mail by Monday, March 7, 2016 of their interview status. Those granted a personal interview will be given instructions via email as to how to sign up for the interview. Final selection will depend upon the interview, information included in the application, and comments from references. All applicants will learn their final status via email by Friday, March 25, 2016.

If you have any questions, please contact Rob Gordon or Clara Kawanishi in the Newnan LSA Academic Advising Center, at or rwgordon@umich.edu or kawanish@umich.edu or attend the OPTIONAL INFORMATION SESSION on Thursday February 16, 2016 from 5:30 - 7:00 p.m. in G239/G243 Angell Hall (directly below our offices in 1255 Angell Hall).

Thank you for your interest in the position!
(Please don't print this section of the application).
LSA SUMMER ORIENTATION ACADEMIC PEER ADVISOR APPLICATION
SUMMER 2016

Newnan LSA Academic Advising Center
1255 Angell Hall

Completed applications are due to Rob Gordon C/O the Advising Center Front Desk 1255 Angell Hall, by 4:00 pm Friday February 26, 2016. Written applications will be reviewed and references checked to decide which candidates will be interviewed. Academic transcripts may also be checked. Applicants will be informed via e-mail by Monday, March 7, 2016 of their interview status. Those granted a personal interview will be given instructions via-email as to how to sign up for the interview. Final selection will depend upon the interview, information included in the application, and comments from references. All applicants will learn their final status via email by Friday March 25, 2016.

PLEASE TURN IN ALL APPLICATIONS TO THE FRONT DESK OF THE LSA ACADEMIC ADVISING CENTER IN 1255 ANGELL HALL.

If you have any questions, please contact Rob Gordon in the Newnan LSA Academic Advising Center, at rwgordon@umich.edu or attend the OPTIONAL INFORMATION SESSION on Tuesday February 16, 2016 from 5:30 – 7:00 p.m. in G239/G243 Angell Hall (directly below the Advising Center in 1255 Angell Hall).

Thank you for your interest in the position.

I. CANDIDATE INFORMATION

NAME_________________________________________ UMID #_____________________

EMAIL ADDRESS_______________________________ PHONE_____________________

MAJOR(S) ____________________________________ MINOR(S) ____________________

TOTAL CREDITS (AT END OF Winter 2016) ________________ CURRENT GPA__________

Michigan Learning Community affiliation, if any______________________________

Residence Halls in which you have lived______________________________________

Have you been or will you be a residence staff member? ____ in ___________________ building

Are you a transfer student? ______

Have you ever been found responsible for violating Housing or University policies? ________

If yes, please state where and when and briefly explain circumstances)

**Please indicate if you anticipate being eligible for Work Study in the next academic year

Yes ____________ No ___________

II. RESUME—please attach

III. REFERENCES

Please provide the names of two references who can comment on your qualifications to be an APA, particularly your interpersonal and communication skills and your ability to demonstrate a high level of professional responsibility. Please include each reference’s name, address, daytime phone number, email address, and briefly describe the context in which the person knows you. References may not be other students or relatives.
Please respond to the questions below. **FEEL FREE TO ATTACH ADDITIONAL SHEETS.**

1. Please describe the experiences and skills that you believe prepare you to be a Summer APA.

2. Please describe one of your most rewarding/memorable academic experiences at UM.

3. What was your most difficult experience during your first year at UM and how did you deal with it?

4. Is there anything you would like to tell us that you think would be helpful in our decision making process?