

**UNDERGRADUATE PEER ADVISOR
DEPARTMENT OF PSYCHOLOGY
UNIVERSITY OF WASHINGTON**

JOB DESCRIPTION

Advise current and prospective psychology students concerning educational options at the University of Washington.

Assist students in planning their academic programs, evaluating progress toward degree completion, and developing educational plans relevant to career goals.

Assist students through the administrative process. Must acquire a thorough knowledge of University, College, and Departmental regulations affecting students' progress toward degree completion.

Refer students to appropriate community and University offices and programs.

Advise students of potential graduate program alternatives and necessary preparation.

Write advising materials.

Organize and/or present undergraduate conversation hours and assist with a variety of presentations and events.

Complete assigned clerical responsibilities such as computer data entry, photocopying, word processing, filing, and answering telephones.

QUALIFICATIONS

Enrolled psychology major with senior standing through June, 2009.

Ability to work independently.

Ability to work with other students in a confidential manner.

Demonstrated initiative in work/volunteer settings.

Knowledge of word processing and office procedures.

Must be able to commit for a one year (July 1, 2008 - June 30, 2009)

HOURS AND SALARY

Flexible scheduling to 15 hours per week.

Salary: \$10.50/hour

TO APPLY: Complete the application on the back of this sheet.