Westchester Community College
Orientation Leader & Peer Advisor
Job Description

The Orientation Leader/Peer Advisor position is a very unique experience that aims at developing the leadership qualities of our students. By becoming Orientation Leaders (OLs), and soon after transitioning to Peer Advisors (PAs), students get to widen not only their leadership skills, but they also learn to mentor other students.

OLs/PAs are vital and intricate to the process of planning, preparing, and executing the New Student Orientation program, which all new incoming students will be required attend. They will help new students learn about our campus and community by creating a welcoming and informative environment. Transitioning into Peer Advisors in the fall semester, these student leaders will mentor new students and serve as a resource for information about academic policies and programs, social organizations, campus life, and curricular/co-curricular activities.

Training and ongoing support will be provided to this team by the Departments of Student Involvement and Counseling. Through this position, students will be given the opportunity to gain real life experience, acquire practical and valuable skills, and make close relationships with peers. This is also a great opportunity to provide the college with a commendable service, and in the process, receive letters of recommendation.

Job Requirements:
1. Participate in an overnight summer retreat and summer training week
2. Attend all team meetings and workshops
3. Attend both Fall and Spring Orientation sessions
4. Facilitate group activities with first year students at Orientation
5. Create and facilitate workshops for first-year student advisees during fall semester
6. Maintain a positive attitude, open-mind, and willingness to learn

Qualifications:
1. Must be a student currently enrolled at Westchester Community College
2. Must be in good disciplinary and academic standing (minimum cumulative GPA of 2.5)
3. Have good time management and communication skills
4. Ability to work in a team environment and amongst diverse groups
5. Desire to work with students, faculty and staff
6. Have a positive and motivated attitude

Compensation:
1. Honorarium for work completed during Orientation and as a Peer Advisor in the Fall semester
2. Obtain leadership and transferable skills by participating in various workshops and an overnight retreat
3. Meet new friends and share in several group activities, including training and social activities
4. Develop connections with various faculty, staff and administrators while learning more about the college process and the resources available at Westchester Community College
5. Letter(s) of recommendation upon successful completion of the program
6. Make a positive contribution to the community as you make the most of your college experience

For More Information:
To learn about the application process, the Orientation Leader & Peer Advisor position, or other inquiries, interested students can visit the Student Involvement Office in Student Center Rm. 109 or contact Adam Frank, Director of Student Involvement at adam.frank@sunywcc.edu or (914) 606-6731.