2020 Peer Advisor Position Description

Each year a group of enthusiastic and responsible FIU students are selected to become Orientation Peer Advisors. These special students are trained extensively to assist with all new student orientation programs throughout the year as well as other programs for new students and their families. In this capacity, they serve as resources for new students and their parents, they assist FIU staff with planning and implementation of the programs, and they are viewed as student leaders among the University community. In addition, Peer Advisors are expected to make the Orientation experience an inclusive and fun welcome to the FIU community. Peer Advisors have a lasting impact on both individual students and our FIU traditions as they create the next generation of Proud Panthers and leave a legacy that promotes the values of our institution.

Selection as an Orientation Peer Advisor is both a unique honor and a rewarding opportunity for personal and professional growth. Recognized by the University administration and faculty for its invaluable assistance, this team of leaders has a huge amount of responsibility, but receives many benefits. As vital members of this dynamic team, Peer Advisors enjoy a memorable experience while providing a valuable service to the University.

We are excited that you are interested in joining this prestigious group, and we wish you luck throughout the process. As you consider applying, remember the potential impact you can have on your fellow Panthers if you are selected to serve them through this position. If you have additional questions, please do not hesitate to stop by our offices in GC 189 or WUC 129.

With Panther Pride,

Albert Perera  
Assistant Director  
Orientation and Family Programs  
alperera@fiu.edu

Jacob Germann  
Graduate Assistant  
Orientation and Family Programs  
jgermann@fiu.edu
October 4, 2019

Dear Peer Advisor Candidate:

Thank you for your interest in becoming a 2020 FIU Orientation Peer Advisor! First, we’d like you to know what it really means to be a Peer Advisor! It means long hours, lots of FIU knowledge, a family of fellow PAs, helping others – even when it’s not convenient for you, being a role model, and giving of yourself to make FIU a better place for us all!

Please note: This packet is EXTREMELY detailed. We aren’t trying to overwhelm you, but we want you to have a good idea of what this position truly entails. It’s a big commitment, but it can also be a life-changing experience! All dates are subject to change until the official start of the position.

Qualifications for Application/Employment

To be eligible, each candidate must:

a) be currently enrolled as a degree-seeking student at FIU

b) have completed at least 12 credit hours at FIU as of the end of the Fall 2019 semester (mini-session courses can be included, if candidates inform our office prior to Nov. 17th)

c) be in good academic and judicial standing with the university

   a. Academic:
      Possess a minimum FIU cumulative GPA of 2.3 at time of application
      Possess a minimum semester and cumulative GPA of 2.5 after Fall 2019
      Maintain full-time status throughout the entire experience (excluding Summer ’20)

   b. Judicial:
      Have a clear judicial record without any pending conduct cases or inquiries

d) satisfy requirements of a Level 2 Background Check (fingerprinting)

e) meet all other eligibility requirements for employment, as stipulated by FIU

Desired Qualifications for Selection

We will be looking to select candidates who:

1. desire to give of themselves in an effort to help others
2. seek opportunities to learn and grow
3. exhibit leadership potential
4. consistently display a commitment to the mission of FIU’s orientation program
5. adhere to a strong code of ethics
6. possess the following personal qualities:

   a. Maturity  
   b. Motivation  
   c. Responsibility  
   d. Enthusiasm  
   e. Initiative  
   f. Team Player  
   g. Self-Esteem  
   h. Punctuality  
   i. Goal-Oriented

7. exhibit potential for strong interpersonal and group presentation skills
8. demonstrate the ability to work with a diverse group of people
How to Apply

There are four main steps in the selection process, so please read all of these materials carefully to ensure that you follow all procedures. Below is a general overview of how you can be best informed about what it means to be a Peer Advisor and what you can expect during the selection process if you do choose to apply.

**Step 1** You must attend one, hour-long **Information Session*** where information will be thoroughly explained and elaborated upon. The date/time/location options are:

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<th>Date</th>
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<tr>
<td>10/14</td>
<td>10:00am-11:00am</td>
<td>GC 316</td>
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<td>10/14</td>
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<td>10/15</td>
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<td>11/1</td>
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***Applicants who fail to attend an Information Session will not be eligible to move forward to the next stage in the selection process

**Step 2** Review the Position Description and Mandatory Dates. Beginning **Friday, November 1st** you can access the online application on Panther Connect, and you must submit your completed application no later than **5pm (EST) on Friday, November 11th, 2019.**

In your application submission, you will be which of the **Selection Workshops** (a group interview) you will be available to attend. The options are as follows:

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<tr>
<td>1/18</td>
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<td>11/22</td>
<td>12:00pm-2:00pm</td>
<td>WUC Ballroom</td>
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As part of your application, you will be asked to indicate all workshops you’ll be available to attend. Candidates are able to attend a Selection Workshop on either campus, regardless of where they take classes. You will receive an email with the date, time, and location of the selection workshop to which you’ve been assigned.

**Step 3** If you are chosen as a finalist, you will be notified via e-mail following the Selection Workshops to sign up for an interview day/time. Final grades (cumulative and semester GPAs) and student conduct
checks will be made before finalists are selected. **Interviews will be held December 20th, 2019 and January 2nd, 4th, 6th and 7th, 2021.**

**Step 4** The 2020 Orientation Peer Advisors will be announced at **12pm (noon) on Thursday, January 9th, 2020** with a ceremony held in the **GC Pit (MMC)** and **Panther Square (BBC).** *Note that mandatory training sessions begin with the first meeting on **Friday, January 10th, 2020 from 8:00am-12:00pm in GC 243.***
Position Description

A. Length of Position – This position begins in January 2020 and ends January 2021

B. Required Commitments – Peer Advisors are responsible for the following:

1. **Training/Development Sessions** – Each Peer Advisor will be required to attend the weekly development sessions beginning in January and ending in May. Development sessions are every Friday from 8:00am-12:00pm from January 10th until April 24th, and also on April 28th from 8am-5pm. Supplemental Development Days/Meetings outside of these times as indicated below are also mandatory. Training Marathon takes place May 4th – 8th. Peer Advisors will be expected to check into a campus Residence Hall and stay throughout Training Marathon. Please hold May 10th for Peer Advisor Graduation and skit rehearsal/filming.

2. **Staff Retreat** – Each Peer Advisor will be required to attend and participate in our retreat, which will be held February 7th-9th, 2020 at a location within the state of Florida, but outside of Miami.

3. **Student Leadership Summit** – All Peer Advisors are required to attend FIU’s Student Leadership Summit at the Biscayne Bay Campus on Saturday, February 1st, 2020.

4. **SROW** – All Peer Advisors will be required to attend the 2020 Southern Regional Orientation Workshop, which will be held at Western Kentucky University, from March 13th-15th, 2020. We plan to leave FIU on Thursday morning, March 12th and return early morning of March 16th. Letters from the office will be provided for classes you will miss.

5. **Rehearsals** – In preparation for SROW, orientation skits, and/or other performances, Peer Advisors will be required to plan, attend, and oversee rehearsals. Orientation skit practice will take place during the evenings of training marathon. Additional rehearsals outside of training are possible.

6. **Admitted Student Day** – Peer Advisors are expected to give campus tours and promote school spirit. The date for Spring 2020 is Saturday, April 4th from 7am-1pm.

7. **Orientation Sessions** –
   
i. For Freshman Orientation sessions, Peer Advisors are considered on-duty from 7:00pm the day prior to the session until 6:30pm on Day 2, or until all orientation-related duties are complete, whichever comes last.
   
ii. For Transfer Advising and Registration sessions, PAs are on-duty from 5:30am until 6:00pm.
   
iii. For Evening Transfer Advising and Registration sessions, PAs are on-duty from 1:00pm until 11:30pm.
   
iv. **All Peer Advisors should plan to work all dates listed.** Every Orientation Session is listed at the end this packet, and those selected should make arrangements to accommodate this work schedule. During Orientation sessions, Peer Advisors will be given a schedule of assigned tasks but will be expected to assist with additional responsibilities as needed.

8. **Summer Development Days** – Peer Advisors will have additional development days on June 23rd, July 22nd (prior to the evening orientation session), and August 14th. Peer Advisors should be available from 8am-8pm on these days until otherwise informed.

9. **Freshman Convocation** – Peer Advisors will be required to assist with the Freshman Convocation and Reception scheduled for Sunday, August 23rd, 2020 from 10:00am-6pm.

10. **Other FIU functions** – On occasion, other FIU departments and organizations will request the assistance of Peer Advisors. Often they are asked to give tours and to participate in Meet-and-Greets with special visitors to the campus. Most of these requests come in the Fall and Spring semesters and provide a good way to stay involved in the campus community.
C. **Campuses** – All Peer Advisors will be trained on and expected to work Transfer Orientations at **both** the Biscayne Bay and Modesto Maidique Campuses. A sub-group of PAs will be designated to work the four BBC Freshman Orientations in addition to MMC. The remaining staff will work only and all MMC Freshman Orientations. All Peer Advisors will work Transfer Orientations at both campuses.

D. **Time Off** – Peer Advisors will have some pre-arranged days off with Transfer Orientations. Additionally, the group of PAs designated to work the four BBC Freshman Orientations will not work four predetermined MMC Freshman Orientations. Beyond this, time off is limited to an emergency basis only.

E. **Overnight Orientation Sessions** – Freshmen attending Orientation will have the option to stay overnight; therefore, Peer Advisors may be required to stay on campus in a provided residence hall room for some or all of the MMC Freshman Orientations as a function of their work responsibilities. The required stay for Peer Advisors could begin as early as the night before an orientation, and would last through the end of Day 2 of the program. BBC Orientations will not have an overnight component. Peer Advisors may also be expected to stay overnight in an assigned residence hall room the night before a Transfer Advising & Registration Day held at MMC.

F. **Outside Employment** – It is not recommended that Peer Advisors hold other employment during intensive training and orientation times from May until late August. Should employment be necessary, Peer Advisors must schedule other responsibilities around their Peer Advisor job duties and be sure that it does not require them to miss a scheduled event, training, or Orientation session (this includes needing to leave early). Outside employment is not an acceptable excuse to miss any portion of Orientation.

G. **Outside Involvements** –
   1. **Resident Assistants**: Currently, Peer Advisors are allowed to apply to be Resident Assistants for Fall 2020/Spring 2021. We have accommodations in place with our partners in Residential Life to work through potential conflicts. This would limit choices in dates off due to anticipated conflicts with RA training, but it can be worked out to allow students to participate in both positions.
   2. **Other Involvements**: Please share the dates required of you for this position. Required dates cannot be missed due to other involvements (e.g. Relay for Life, Roarthon, etc.)

H. **Class Schedules** – Peer Advisors are not allowed to take in-person classes during any of the Summer 2020 Terms, but will be allowed to take one online class per Summer Term if they desire.
   1. In addition, Spring 2020 Term schedules should leave Fridays from 7:00am-1:00pm free to attend mandatory training and development sessions on both campuses.
   2. Note: some training/development sessions may begin before 8:00am; you will need to be able to get to campus on time. There will be no exceptions, please keep this in mind when applying.

I. **Academic Standing** – Peer Advisors must maintain good academic standing while employed by the Office of Orientation. PAs should earn 30 credits per academic year. Good academic standing shall be defined as:
   1. Maintaining a minimum cumulative and semester GPA of 2.5 during the time of employment
      i. If a student is scheduled to graduate in Fall 2020, they may be exempted from the requirement of having to be full-time if they have less than 12 credits remaining to complete their degree.
   3. A PA will be terminated if:
      i. they fail to achieve good academic standing in two consecutive semesters
      ii. the PA’s cumulative or semester GPA falls below a 2.0
iii. the PA is no longer a full-time student for Spring/Fall.
iv. the Peer Advisors is scheduled to graduate from the University before December of the year for which they were selected (2020).

J. **Conduct Status** – Peer Advisors must remain in good judicial standing with the university throughout their employment. Failure to comply with the expectations may result in dismissal from the position.
   1. PA’s will abide by the [FIU Student Code of Conduct](https://www.fiu.edu/student-affairs/student-conduct/) and will promote the **Civility Initiative** through their actions.
      i. As representatives of OFP, all PA’s will role model the tenants of the Civility Initiative by “showing respect to all people, regardless of differences; always acting with integrity, even when no one is watching; & being a positive contributing member of the FIU community.”
      ii. PA’s will not violate the Student Code of Conduct, regardless of whether or not they are found responsible for such violation(s).

K. **Compensation** –
   1. **Pay:** Each Peer Advisor will be paid an amount of $1,700 in the summer, which will be distributed every other week beginning in May. An additional stipend up to $300 will be distributed based on the number of Spring Orientation sessions worked during November and December 2020 and January 2021.
      a. **PLEASE NOTE:** Peer Advisors who wish to have a car on campus during the summer but who are not taking classes during the summer will be required to pay for a parking permit in order to park on campus. The price for the permit has not yet been set but can be estimated between $85-$95.
   2. **Housing:** If provided, on-campus housing will be available for the Peer Advisors from the beginning of Training Marathon through approximately July 25th, 2020. Peer Advisors may be required to check-in and check-out of their housing assignment in between orientation programs. As a function of their job and to maintain on-campus housing, Peer Advisors must abide by all policies as outlined in the FIU Student Code of Conduct, including all policies related to Housing and Residential Life, in addition to any policies imposed by Orientation and Family Programs. Policies imposed by OFP include but are not limited to:
      a. No alcohol will be allowed in the rooms or living spaces of any Peer Advisors at any time. Those in violation or suspected violation of this policy will be terminated.
      b. No guests will be allowed to be in the rooms of Peer Advisors at any point from 10pm the night prior to an orientation until that orientation has been completed, nor during any required work or training times.
         **Housing is an anticipated benefit at this point. It is not guaranteed. You must be able to complete the position and all required duties even if housing is not provided to you free of cost during the summer. All details related to housing are subject to change.**
   3. **Meals:** Some meals will be provided during freshman orientation sessions only.
   4. **Travel/Special Events:** During the Peer Advisor Retreat and SROW, all expenses including travel, lodging, and meals will be paid for by the office, with the exception of meals during travel.
   5. **Attire:** Each Peer Advisor will receive uniforms for orientation days. Uniforms are the property of the Orientation and Family Programs office and must be returned to the office promptly upon vacating the position for any reason, including dismissal.
   6. **Development Opportunities:** Peer Advisors will be provided with many development opportunities including leadership skills, professional preparation, connection to faculty, staff, and administrators, and extensive information about how to successfully navigate the university. **We are invested in your success!**
Responsibilities
The following is a summary of the expectations of Peer Advisors. As role models and leaders at FIU, PA’s will:

A. Assist New Students and Families
   a. Welcome new students and their families to FIU and assist them with check-in
   b. Develop a rapport with new students and their families, especially with those in your small groups
   c. Help new students assimilate, feel welcome, and get involved in the FIU community
   d. Be available and willing to answer questions of students and families throughout each program
   e. Prepare and conduct well-organized and thorough small group meetings and/or campus tours for new students and families
   f. Assist students with academic decision-making
   g. Serve as an academic and social role model at all times
   h. Maintain contact with incoming students after orientation and provide support throughout their transition processes.

B. Educational Duties
   a. Communicate information to students about academic resources and student activities/services available at FIU
   b. Educate students about their responsibilities at FIU by explaining university policies and procedures
   c. Share the privileges and responsibilities that come with being part of the FIU community and the role each of our new students plays in contributing to a safe and inclusive university environment
   d. Assist academic advisors with providing students an understanding of academic requirements
   e. Share relevant information and deadlines in order to ease students’ transitions into FIU

C. Administrative Responsibilities
   a. Attend all training sessions, meetings, and practices
   b. Be punctual to all Orientation activities including trainings, meetings, and orientation sessions
   c. Fully participate with a positive attitude in all assigned duties of orientation and take initiative with unanticipated tasks or problems
   d. Complete all tasks as requested by the professional and office staff to ensure the program proceeds smoothly and effectively
   e. Set up all orientation materials prior to the start of each program
   f. Maintain regular communications with all supervisors and discuss with them situations that warrant their attention or action
   g. Assist all presenters at scheduled programs, meetings, and sessions throughout Orientation
   h. Be supportive and inclusive of all staff members on the Orientation staff
   i. Respond appropriately to feedback and evaluations
   j. Remain flexible at all times to help calmly manage unexpected changes
Fraternity and Sorority (Greek Life) Policy

Updated September 2019

The overall philosophy of this policy is that we, as representatives of Orientation and Family Programs, want to support the integrity of Greek Life at FIU by ensuring that we do not (intentionally or unintentionally) influence new students as they find the best fit for themselves in a fraternity or sorority.

Below are some examples (although not an exhaustive list) of appropriate and inappropriate behaviors to help further explain our philosophy as it informs our policy.

Representation of your organization and Orientation and Family Programs:

From April 1 to the first day of class:

- Members of both teams should not simultaneously represent their Greek affiliation while also representing our office (Orientation and Family Programs)
  - Example 1: PAs/PCFs should not wear letters (or other organization-specific symbols) with their office polo, jacket, or backpack.
  - Example 2: PAs/PCFs should not portray both their Greek affiliation and student leader position within the office in the same photo, hashtags, comment, or status.
  - Example 3: PAs/PCFs should ensure their Greek organization understands it will not be allowed to spotlight or publicize (using pictures, hashtags, etc.) members of our teams that disclose their role within our office.

Examples of our philosophy in action:

<table>
<thead>
<tr>
<th>PAs/PCFs <strong>DO:</strong></th>
<th>PAs/PCFs <strong>DO NOT:</strong></th>
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<tbody>
<tr>
<td>Maintain communication with the students they meet and serve through their positions in our office in a way that supports the transition and success of those students, without disclosing Greek affiliation or support for any specific Greek organization</td>
<td>Represent their fraternity or sorority nor disclose their affiliation during any program hosted by or in collaboration with Orientation and Family Programs. This includes affiliation between Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, and any other Greek-lettered professional organization</td>
</tr>
<tr>
<td>On days off, attend official/registered events, such as chapter meetings, philanthropy events, and intramural events where new members are not present</td>
<td>Participate in any type of recruitment/intake or pre-recruitment event during the restricted time (April 1 - the first day of classes for Fall 2020) for any council</td>
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<tr>
<td>Support the official/registered events of other organizations by attending and posting flyers (so long as they do not take place on campus during an Orientation and Family Programs event/program)</td>
<td>“Hang out” (spend a disproportionate amount of time, or sit with members of any one organization, whether that organization is theirs or another organization they support) during our scheduled office events/ orientation sessions</td>
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<td>Action</td>
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<tr>
<td>Share comments, pictures, and/or posts promoting joining Greek life in general or promoting events and activities for all potential new members but not promoting any specific organization(s) or council(s).</td>
<td>Share pictures or videos of 3 or more members of a particular organization (regardless of whether or not they’re wearing letters). NOTE: PAs/PCFs should also be sure their organization knows NOT to share these kinds of pictures.</td>
</tr>
<tr>
<td>Consider joining an organization during Spring 2020 or Fall 2020, as long as the required dates/commitments do not conflict with or take away from their responsibilities on our teams.</td>
<td>Wear any Greek letters or other symbols attributed to a particular organization on campus, yours or otherwise, or on any off-campus FIU-affiliated during the restricted time (April 1 - beginning of classes, Fall 2020).</td>
</tr>
<tr>
<td>Beginning April 1 and through the first day of class in Fall 2020, remove or make inaccessible any pictures/comments/tags/hashtags connecting PAs/PCFs to specific Greek organizations (theirs or others), including mention of philanthropies that are strongly associated with particular organizations. Ask organization and fellow members to ensure they remove anything accessible on social media or other marketing that connects PAs/PCFs to a particular organization.</td>
<td>Allow a Greek organization to post about them while also displaying their role in Orientation and Family Programs. PAs/PCFs may not participate in pageants hosted by fraternities and sororities.</td>
</tr>
</tbody>
</table>

**Implementation Notes:**
- If any representative from the Office of Fraternity and Sorority Life observes or is notified of any of our team members violating any of these policies, they are asked to contact our office to discuss the situation and determine appropriate action.
- It is the responsibility of all Peer Advisors and Panther Camp Facilitators to inform their organizations of these policies. Student leaders within Orientation and Family Programs are responsible for holding themselves, their peers, and their organizations accountable for these policies.
- If terminated from the Peer Advisor or Panther Camp Facilitator role prior to the start of the first Freshmen Orientation program (May 13, 2020), you may reaffiliate on social media.

**2020 Panhellenic Council Formal Recruitment**
The 2020 Panhellenic Council Formal Recruitment process will conflict with some of the required dates for Peer Advisors and Panther Camp Facilitators. Members of both teams will NOT be able to participate in any aspects of the recruitment process that conflict with dates or times required of them for their role in Orientation and Family Programs. We asked that all applicants be intentional and proactive about sharing this information with their organizations. This conflict also restricts Peer Advisors and Panther Camp Facilitators from holding a Pi Chi or Rho Gamma position, holding a recruitment position within their respective organization, or participating in Panhellenic Formal Recruitment as a Potential New Member. To maintain the intent of our policy, if any member of the 2020 Peer Advisor or Panther Camp team is terminated or quits the team prior to the start of Freshmen Orientation (May 13, 2020), that person will can participate in the dates in conflict for their respective team.

By completing the Peer Advisor or Panther Camp Facilitator application, you acknowledge and will abide by the Greek policy above. If you have any questions, please feel free to contact Orientation and Family Programs.