College of Science and Technology (CST)
Center for Academic Advising & Professional Development
Summer 2020 Orientation Peer Advisors

We are currently seeking CST students to assist us with First Year and Transfer Student Orientations during the summer. This summer position may lead to employment for the following academic year.

To be considered for a Summer 2020 Orientation Peer Advisor position:
- You must be available for training for the week of May 11th through May 19th (not including weekends).
- Your anticipated graduation date must be May 2021 or later
- Your cumulative GPA must be a 3.0 or higher
- You must be available to work June 1st through August 24th between the hours of 8:00am-5:00pm Monday - Friday as needed (approximately 32 hours/week)
- If you plan to enroll in a summer course, please make sure it is outside of these times or an online course

Primary responsibilities:
- Have an understanding of the majors, minors, and certificates within the College of Science & Technology
- Facilitate presentations, group discussions, and one on one conversations with new students and families
- Prepare materials for New Student Orientation
- Assist students with course selection and registration in Self-Service Banner
- Help students understand collegial and General Education (GenEd) requirements
- Lead CST specific tours
- Answer general questions regarding the College
- Serve as a positive role model and representative of Temple University

Secondary responsibilities:
- Demonstrate a general knowledge of Temple University policies, services, and procedures
- Assist students with academic questions in person, through email, and via phone
- Interact with professional staff, students, and faculty
- Manage student files
- Make campus-wide deliveries
- Perform general office duties which includes managing front desk operations
- Complete other related duties as assigned