



Summer Bridge Peer Advisor Job Description 2017

The APEX Scholars Program

APEX Scholars is an alternative admissions program created to help students transition to Wayne State University. The program is based on the philosophy that students who are motivated and committed to invest the time; can succeed academically when provided with individualized support services.

The Summer Bridge Program

The Summer Bridge Program serves a diverse community of entering undergraduates in a comprehensive eight-week academic residential program. It introduces students to the structure and rigor of the research university, provides them with opportunities to foster meaningful academic and social connections with peers, staff, and faculty, and challenges them to take ownership of their academic journeys. Scholars enroll in two courses in addition to a Learning Strategies Workshop, and are each assigned an Academic Advisor and Peer Advisor to ensure successful transition from high school to Wayne State.

The Summer Bridge Peer Advisor Position

The Summer Bridge Peer Advisors (PAs) report to the APEX Coordinator for Instructional Support and the APEX Community Specialist. Peer Advisors are responsible for helping develop positive and productive relationships with incoming Summer Bridge Program students. Peer Advisors collaborate with APEX Advisors, Instructors, and other WSU personnel to ensure a cohesive environment for all involved. **The Peer Advisor position is an on-call role.**

Essential Duties

- Live in the residence hall with the students for the duration of the program; sharing responsibility with the APEX Community Coordinator and WSU Housing RAs.
- Attend and participate in all staff training programs from Monday, June 19th – Friday, June 23rd.
- Participate in all opening and closing preparation and responsibilities.
- Supervise and actively participate with assigned group of students in a variety of activities.
- Ensure that Summer Bridge Student adhere to all program rules and university policies (consistent with WSU Student Code of Conduct)
- Provide room checks and enforce hall/floor curfew and quiet hours.
- Resolve/report/document APEX and WSU policy infractions and disciplinary issues appropriately.
- Maintain positive and collaborate relationships with Housing RAs and Staff.
- Serve as a positive role model in demonstrating good conduct, punctuality, appropriate dress, and student leadership.
- Treat all participants and team members with respect and equality.
- Lead evening engagement activities for program participants.
- Assist students in reporting to their appropriate study group and educational sessions.
- Submit daily reports and detailed incident reports to the APEX Community Specialist.
- Attend weekly Summer Bridge Staff Meetings.
- Assist with registration and sign in/out procedures during move-in and move out days.
- Other duties as assigned

Hours

Summer Bridge runs from **Sunday, June 25, 2017, and ends in the afternoon on the date of the closing of the residence halls Friday, August 18, 2017.**

These hours are NOT confirmed, this is a tentative weekly outline

Sunday: Report time is 5pm at the residence hall.

Monday – Thursday "Typical work day"

- 7:30-8:30 - breakfast check in (rotating schedule)
- 12-2 - lunch and res hall monitor (rotating schedule)
- 5-6 dinner monitor (rotating schedule)
- 6-8 study hall monitor (all)
- 8-10 res hall monitor (rotating schedule)
- 10-12 am res hall monitor (all)
- Students checkout on Thursday evenings

Friday: Professional Development Day (time TBA)

Saturday: OFF

The Peer Advisor position is an on-call role, which requires 24-hour availability, Sunday – Friday afternoon.

Compensation

- Stipend of \$2,000
- Room and Board (all meals are included)

Qualifications

- Junior level status and above (preferred, however mature sophomore level students will be considered)
- Cumulative GPA of 3.0 or higher
- Work well under pressure
- Ability to maintain a positive attitude while working long hours
- Leadership skills and the ability to work both independently and in a team
- Ability to adhere to and enforce rules
- Friendly and outgoing
- Strong organizational skills