Department of Chicana and Chicano Studies

Peer Advisor Job Description

**Department Overview**

The Department offers an interdisciplinary undergraduate program that encourages a historical, political, social, economic, and cultural understanding of the heterogeneous Chicana/o experience. The academic program of study integrates the study of Chicana/o peoples in the United States with curricular focus on history, consciousness, political institutions, social systems, and forms of cultural expression drawing from across the Americas.

The major encourages participatory and student-centered learning so that students become agents of knowledge and change. We motivate students to examine their own political, economic, social, and cultural positions. Majors become conversant in historical and structural formations of power pertaining to processes such as racism, sexism, historicity, gender, sexuality, race relations, inter-ethnic connections, and dominant social theories. The major prepares all students to inhabit and contribute to an increasingly diverse society, which demands new modes of thinking and interaction.

**Job Summary**

The Chicana/o Studies Peer Advisor Program empowers students to navigate the university environment and develop a sense of belonging with the department and UCSB campus. Through in-person and online advisement, Peer Advisors help students understand and navigate major requirements, university policies, and careers in Chicana/o Studies. Peer Advisors also refer students to campus resources when appropriate. Peer Advisors work under the Staff Undergraduate Advisor as part of the department staff team and are vital to the everyday operations of the department, providing clerical support to faculty and professional staff. Chicana/o Peer Advisors ultimately help students retain and persist to degree completion at UCSB.

**Job Description**

* Advise prospective and declared majors regarding Chicana/o Studies major requirements and university policies.
* Advise students with academic planning and selecting courses.
* Advise students on change of major and double major petitions.
* Work with the Staff Undergraduate Advisor to develop and deliver special projects.
* Refer students to campus resources when appropriate.
* Recruit and trains new Peer Advisors.
* Assist in maintenance of the Department web site and social media accounts
* Support the Department newsletter
* General administrative tasks including: record keeping and maintaining student files, answering phones, and directing office traffic.

**Minimum Qualifications/Eligibility Requirements**

* Declared major in Chicana/o Studies
* At least junior-standing by Fall quarter
* Adherence to confidentiality guidelines and FERPA requirements
* Must commit to employment through the academic year (10-12 hours/week)

**Preferred Qualifications**

* At least 50% or 30 units of Chicana/o Studies major requirements complete
* Work study preferred

**Training and Duration of Employment**

New Peer Advisors will receive training during early Fall quarter. Details will be announced at a later date. Peer Advisors are also required to participate in training on confidentiality and FERPA regulations. After training, Peer Advisors are expected to commit to employment through the academic year (10-12 hours/week).

**Compensation:** $11 per hour

**Please direct questions to:**

Shariq Hashmi, Staff Undergraduate Advisor

shashmi@ucsb.edu

(805) 893-5450

Department of Chicana and Chicano Studies

Peer Advisor Application

**DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAJOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please attach your responses to the following questions.**

1. What does being a Chicana/o Studies major at UCSB mean to you?

2. Why are you interested in being a Peer Advisor for the Department of Chicana and Chicano Studies?

3. Describe your experience(s) with academic advising at UCSB.

4. List three references and provide their phone numbers, e-mail addresses, and their relationship to you.

**Please submit your completed application and a copy of your resume by 5:00pm on Monday, April 30, 2018 to Shariq Hashmi, Staff Undergraduate Advisor, at shashmi@ucsb.edu.**