

Advertising Summary:

CCAS SOAR Peer Advisors work collaboratively with CCAS professional advisors and individually to meet with incoming first-year and transfer students. SOAR Peer Advisors work with students to understand and explore their academic options and help them select and enroll in courses. In addition, SOAR Peer Advisors provide valuable campus information and model successful student behavior. SOAR Peer Advisors gain skills in problem-solving and communication, are committed to helping exploring students, and possess a willingness to learn.

Department Overview:

Cross-College Advising Service (CCAS) is a university-wide academic advising service and is the assigned advising unit for undecided/exploring students who seek guidance about their major plan. The office serves primarily first-year and second-year students, along with exploring transfer students.

Students from any school/college or academic path will be considered. No preference will be given to students who have or currently advise with CCAS.

Anticipated Job Start Date: Thursday, May 14 (first day of training, at the earliest)

Anticipated End Date (If Applicable): Friday, August 14th (Last SOAR session day)

Remote Work Eligibility Detail:

The academic advising components of SOAR 2025 will take place in-person in College Library, as well as virtually. The majority of advising will take place in-person. Peer advisors must be available to work in-person to be considered for this position. The virtual components of SOAR may be completed remotely or in Library workspaces. Peer advisors who wish to work remote for these portions must have reliable technology, access to wi-fi, and a private work space.

Anticipated Hours Per Week:

- May Peer Advisor Training and First SOAR Session:
 - o 60 hours total (estimated) during the month of May
 - May 14 to May 28: 9:00am to 4:00pm (no training on May 25)
 - May 29: First full day SOAR session
- In Person SOAR:
 - o 19 hours per week (mornings only, with full day advising needs for additional afternoon hours for transfer student sessions)
 - Mondays: 2 hours of training and/or professional development in morning
 - Tuesdays-Fridays: 8:15am to 12:30pm (with full day advising afternoon hours on transfer student sessions)
- Virtual SOAR (3 weeks of the summer):
 - o 20 hours per week; Morning only; 8:00am – 12:00pm

*Note: There will be no SOAR sessions from June 30 to July 3, during which SOAR Peer Advisors will have off. More details on SOAR schedule will be shared during interviews for the position.

Salary/Wage Range/Lump Sum Detail:

- Compensation: \$15.00 per hour
- Additional benefits:
 - The SOAR advising schedule will allow peer advisors to take a summer class or work a second job in the afternoons after 12:30pm beginning in June.
 - Training, learning experiences, and opportunities to practice skills in areas including but not limited to:
 - Collaborative communication and conversation skills;
 - Practices that support social justice and inclusive spaces;
 - Interpersonal skills that foster meaningful connections;
 - Creative & student-led problem-solving practices.
- Professional Development in areas including but not limited to:
 - A workshop about how to communicate your experience as a peer advisor to employers on a resume and other job application materials.
 - Past peer advisors share that they have used their experience to inform how to identify healthy work environments in future job searches because of how CCAS is intentional about modeling a healthy workplace environment which is created and maintained in collaboration with all levels of staff that respects individual needs, goals, and identities in the context of the work we do.
- Peer advisors are encouraged to request and contribute towards additional training and professional development interests.

Qualifications:

Current degree-seeking undergraduate student at UW-Madison

At least one semester in progress at time of application at UW-Madison

Continuing student status for the Fall 2026 semester at UW-Madison

Knowledge, Skills & Abilities:

Students from all academic backgrounds and interests are encouraged to apply. CCAS encourages the input of students from a wide variety of academic pursuits as this a great resource for students who are exploring. Students eligible for hire will demonstrate an interest in developing the following knowledge, skills, and abilities through ongoing training and professional development opportunities. We do not expect you to be experienced in all of these areas, only a willingness to apply the strengths you already possess and learn and practice new skills in these areas with support:

- Strong interpersonal communication and listening skills
- Commitment to creating an advising environment that supports students from all identities and backgrounds
- Leadership and facilitation in small groups
- Management of multiple and competing priorities
- Willingness to learn, ask questions, and seek information
- Ability to self-reflect and grow from feedback

Position Summary/Job Duties:

- Collaborate with professional advisors to facilitate small group discussions

- Have 1:1 discussions with incoming students about their fall schedules in-person and virtually Use counseling techniques to guide conversations
- Share campus resources to facilitate student exploration of academic options on campus, such as Guide, FIGS, etc.
- Assist students in selecting fall courses
- Teach students how to use enrollment tools
- Think critically about how students' intersectional social identities impact their experiences at UW-Madison Contribute to day-to-day logistics of SOAR
- Participate in initial and on-going training and professional development throughout the summer
- Consistently contribute towards a positive student experience at SOAR throughout the summer

Please email any questions and accommodation requests to peerapp@ccas.wisc.edu. There will also be an opportunity to make accommodation requests in the application.

Physical Demands: This position requires the following during each shift:

- Being stationary at, or near, a table station for an extended period of time
- Using and viewing a computer screen for an extended period of time
- Moving rolling whiteboards, signage, and materials around advising room
- Setting up materials for CCAS advising sessions

Institutional Statements:

Equal Employment Opportunity Statement:

UW-Madison is an Equal Employment, Equal Access Employer committed to increasing the diversity of our workforce. Institutional Statement on Diversity:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background-people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: diversity.wisc.edu

Accommodation Statement:

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employee disabilities.wisc.edu/disability-accommodation-information-for-applicants/>