

Posting Title: Residence Hall Peer Advisor

Advertising Summary:

CCAS seeks to build a team of peer advisors to support advising in our residence hall offices for the upcoming academic year. Peer advisors work collaboratively alongside CCAS professional advisors in one or more of our residence hall locations: DeJope, Witte, Sellery, Chadbourne, and Ogg. Residence Hall Peer Advisors also gain skills in problem solving and communication, are committed to helping exploring students, and possess a willingness to learn. Peer Advisors will provide valuable campus information and model successful student behavior.

Department Overview:

Cross-College Advising Service (CCAS) is a university-wide academic advising service. CCAS is the assigned advising unit for students exploring majors, certificates, and their academic opportunities at UW-Madison. This includes students applying to limited enrollment programs (e.g. the College of Engineering or the Wisconsin School of Business). CCAS primarily serves 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: Monday, August 24, 2025 (first day of fall training)

- Must be available Monday-Thursday, August 25-29, from 9:00 a.m. to 4:00 p.m. for training
- A completed schedule for all training sessions will be distributed prior to each event
- For questions or concerns about these dates, please contact peerapp@ccas.wisc.edu

Anticipated End Date (If Applicable): May 15, 2026; Residence Hall Peers will have the opportunity to return to their position for the next academic year based on job performance and supervisor discretion.

Remote Work Eligibility Detail: Residence Hall team meetings may be remote, depending on staff availability and preference.

Anticipated Hours Per Week: 4-8

Anticipated Work Schedule: CCAS residence hall offices are open Monday-Thursday, 12:30-4:30 p.m., with occasional events outside these hours. Peer advisors must be available for a minimum of 2 hours per week with shift availability of at least one hour to be considered for this position. Residence hall hours of operation allow peer advisors to prioritize their classes.

Salary/Wage Range/Lump Sum Detail:

- Compensation: \$13.00 per hour

Qualifications:

Minimum qualifications:

- Current degree-seeking, undergraduate student at UW-Madison
- Have completed, or in the process of completing, one semester of courses at UW-Madison (Spring 2025 or earlier)
- Will be an enrolled student in the fall 2025 semester (continuing student status)

Strong applicants will demonstrate:

- Desire to work with and support students from all academic interests
- Commitment to supporting the office's diversity, equity, and inclusion efforts
- Commitment to creating a safe, inclusive, and welcoming advising environment
- Demonstrates a curiosity and interest in learning within the position
- Ability to manage time, be organized, and follow office procedures
- Take initiative in problem solving and finding information

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 paths 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. We are looking for a willingness to apply the strengths you already have as you learn and practice new skills in these areas:

- 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:

Student Support:

- Engage in 1:1 conversations with students about a variety of topics to help guide their decision-making. This includes, but not limited to: course selection, degree requirements, major and certificate exploration, experiences at UW-Madison, values, interests, strengths, and concerns.
- Help students in selecting courses & exploring academic options using campus tools (e.g. Guide, Course Search & Enroll, DARS)
- Collaborate with professional advisors to create a welcoming and supportive residence hall office environment throughout the academic year.

Advising Operations:

- Schedule appointments and log student contacts using Starfish
- Keep student information and records confidential
- Refer students to professional advisors and campus resources when appropriate

Continual Learning:

- Attend and actively participate in team staff meetings
- Training and professional development opportunities to practice skills in areas including, but not limited to:
 - Collaborative communication and conversation skills that foster meaningful connection, such as Motivational Interviewing (MI) and Solutions Focus

- Developing knowledge on topics of diversity, equity, inclusion, justice, and students' intersectional social identities and how these have an impact on students' experiences at UW-Madison
- Creative & student-led problem-solving practices to support decision-making
- Expanding knowledge of UW-Madison curriculum and campus resources
- Developing and communicating about transferable skills

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

- Being stationary at, or near, a desk station for an extended period of time
- Using and viewing a computer screen
- Moving CCAS whiteboards and signage outside the office when opening and back inside the office when closing
- Setting up materials for CCAS events in the residence halls (if participating)

At CCAS, we believe every student should be supported in the way that makes them successful. It is important to us that your employment experience matches your needs as best able. If you have a reasonable accommodation need, please let us know. We will make every effort to ensure reasonable accommodations are provided.

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://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>