



**Peer Advisor Application, Fall 2026**  
**Application is due on May 4th at 12 pm**  
**Wooster Hall 106**

The **Office of Academic Advising** (OAA) is seeking undergraduate students with strong interpersonal skills and an interest in academically supporting fellow students for the **2026-2027** academic year.

### **Overview:**

The Peer Advisor (PA) is a **paid position (\$16.00 per hour)** that includes **customized training and on-going reflective leadership practice**, all within an **inclusive, supportive environment**. Peer Advisors serve as an extension of the professional advising staff. Peer Advisors will provide advising support in Wooster and other campus locations as needed. Peer Advisors represent a variety of majors and backgrounds.

### **Qualifications:**

- *Academics:* Must be a current SUNY New Paltz undergraduate student, have and maintain a cumulative **GPA of 3.0**, and must be in good standing – **no judicial or academic dishonesty charges**.
- *Interpersonal Communication:* Relatable to students who are struggling, be able to effectively handle students' issues and concerns, have a respect for all people, diverse learners and learning styles, and have a deep respect for maintaining student confidentiality and personal boundaries.
- *Reliability:* Professional, punctual, communicative, and committed to helping fellow students succeed

### **Primary Responsibilities:**

- Discuss and explain the mission and goals of the Office of Academic Advising.
- Engage students in the course registration process:
  - Demonstrate how to utilize advising and registration tools on my.newpaltz.edu and the SUNY New Paltz website including My Schedule Planner, Progress Report, Starfish, and the schedule of classes.
  - Assist students in preparing for their meetings with their advisor by creating a list of important questions to ask and putting together a list of possible courses.
- Make informed referrals to available academic and university resources including the Career Resource Center, Psychological Counseling Center, and the Center for Student Success
- Explain the purpose and goals of liberal arts education and the General Education curriculum.
- Submit student meeting notes in Starfish.
- Participate in reflective practice activities during one-one-one and staff meetings with your supervisors.
- Develop and implement programs/presentations in consultation with supervisors.
- Table/host information sessions to inform students about the advising and registration process.
- Create fliers to promote events hosted by Peer Advisors.
- Greet and screen students as they come into the office, answer phone calls, reach out to offices via phone calls on students' behalf, and, when appropriate, escort students to other offices on campus.

**To be considered for the position, you need to submit the following requirements:**

- ✓ *Completed Peer Advisor Application (attached)- application answers must be **TYPED***
- ✓ *Unofficial academic transcript*
- ✓ *Co-curricular transcript (if you have one)*
- ✓ *2 references from (supervisor, professor, advisor, mentor or coaches)*

**You will be contacted on May 5th via @newpaltz.edu email address to inform you if you were chosen for an interview.**

**Peer Advisor Application Fall 2026**

<u>Full Name:</u>	<u>Banner ID:</u>
<u>New Paltz Email:</u>	<u>Phone Number:</u>
<u>Major &amp; Minor:</u>	<u>Cumulative GPA:</u>
<u>Current Class Standing:</u>	

**References**

*Please provide two references (faculty, staff, supervisors, advisors, mentors, or coaches) who can speak to your leadership potential.*

**\*\*We will contact your references after your interview\*\***

<b><u>1) Reference Name:</u></b>	<b><u>Relationship:</u></b>	<b><u>Email:</u></b>	<b><u>Phone Number:</u></b>
<b><u>2) Reference Name:</u></b>	<b><u>Relationship:</u></b>	<b><u>Email:</u></b>	<b><u>Phone Number:</u></b>

### **Availability**

How many hours could you dedicate to the Peer Advisor Position? You must have at least 10 hours of availability, but scheduling will be dependent on all employee's availability. The OAA strives to provide equitable hours (i.e. all Peer Advisors have a similar # of hours, contingent on scheduling)

Please list your other commitments for the year 2026-2027 (extracurricular, study abroad, part-time jobs, etc.)

### **Written Responses**

Fully answer each question in a few complete sentences. Please type in the provided area.

1. The list below includes the minimum requirements to apply. Please review them and check each box as an agreement that you qualify. If you cannot check all the boxes, please wait until you qualify or e-mail the Office of Academic Advising regarding your follow-up questions at [ballnerw@newpaltz.edu](mailto:ballnerw@newpaltz.edu).

you have read the position description on the OAA website and understand the job responsibilities related to this position.

I am a current SUNY New Paltz student and have been at SUNY New Paltz for at least two full semesters.

I have a cumulative GPA of at least 3.0+.

I am available for at least five hours per week throughout the semester.

I am available to attend a training the day before class starts on Sunday, August 23 Time TBD.

2. Please list any experience you have or related to this position, including experience with mentoring others, academic coaching, advising, tutoring etc.



6. Interviews for peer advising positions will take place in person from May 11- 22. Please list your general availability during business hours from 8:30 AM to 5:00 PM. If you are selected for an interview, you will receive a follow up e-mail between May 6- May 8 at your @newpaltz.edu e-mail address to confirm your availability for a specific day/time.

Thank you for applying for a pure advisor position at the OAA! If you have any questions, please feel free to reach out to the OAA at ballnerw@newpaltz.edu. Please initial next to the statements below to confirm all your selections are true and accurate.

\_\_\_\_\_ Everything in this application is a true and accurate representation of my information.

\_\_\_\_\_ If I have questions about the application, I will e-mail the OAA.

**Return application in person to  
Office of Academic Advising**

Wooster Hall 106

845-257-3015

Hours of Operation

Monday – Friday 8:30 AM – 5:00 PM

*If you have any questions, please contact:* ballnerw@newpaltz.edu