

Division of General Studies – Summer Registration Computer Lab Peer Advisor

The Division of General Studies is seeking students to aid with summer registration by helping academic advisors assist incoming students with registering for classes for the fall semester.

Computer Lab Peer Advisors will:

- Assist students with registering for fall classes in UI Integrate Self Service
- Assist students in identifying appropriate General Education courses

A successful candidate must be available weekdays from May 26 to July 3, 2015 from 1:00pm – 4:30pm (approximately 15-20 hours per week) and Saturday, June 6th from 1:00pm – 4:00pm. There is also a mandatory training that is scheduled for May 18 & 19, 2015 from 9:00am – 4:30pm.

The pay for this position is \$8.25 an hour.

Required qualifications:

- Strong communication skills
- Demonstrated ability to work well with others
- Knowledge of Course Explorer website
- Knowledge of UI Integrate

Preferred qualifications:

- Former DGS student
- Basic knowledge of Illinois General Education requirements
- Junior or senior class standing

To apply, please complete the application available at <http://go.illinois.edu/DGSPeerAdvisor> by 5:00pm on Thursday, March 19, 2015.

Please contact Jenni Kotowski at jkotowsk@illinois.edu with any questions.