

Peer Advisor Academy

Job Description and Key Tasks & Responsibilities

Fall 2025



Peer Advisor Job Description:

Peer Advisors are LaGuardia students who play an integral role in LaGuardia's advising process and supporting student success. Using their own student experiences, along with their established connections to departmental staff, Peer Advisors help students understand the College's advisement process. As student Leaders, Peer Advisors provide guidance and serve as role-models for student success. Peer Advisors help students with academic planning and digital tools, and time management and study skills. Peers also introduce students to key campus and major-specific resources.

The Peer Advisor position is an on-campus position.

Qualifications:

- GPA of 2.8 or higher
- Have earned a minimum of 12 credits at the end of Spring I 2025
- Desire and enthusiasm to support LaGuardia students in succeeding and graduating
- Ability to work collaboratively
- Possess excellent written and oral communication skills
- Able to attend all mandatory scheduled training and debriefing meetings

Responsibilities:

- With a team of other Peers, and Professional Advisors and Faculty members, support a cohort of students and meet with students as requested
- Meet and build rapport with students around navigating the college environment, making meaningful connections to campus, using digital advising tools, and more.
- Use discretion with sensitive matters and hold student information in strict confidentiality
- Share experiences on what it means to be a successful LaGuardia student.
- Document all student interactions on EAB Navigate in timely manner
- Attend departmental events and providing logistical support as needed to facilitate workshops and class visits for students around using LaGuardia's digital advising tools.
- Collaborate with Student Success Mentors to support First Year Seminar students around discipline-specific resources and programs.

- Communicate effectively and in a timely manner with faculty, staff and students to promote, connect and contribute to key student resources
- Provide support for 'walk-in' student appointments as needed
- Provide need-based support, focusing on the following topics: Major/career exploration, time management, campus resources and activities, navigating online resources, self-advocacy
- Participate in projects that support institutional goals including but not limited to student outreach, enrollment status, co-curricular activities, and program updates.
- Be aware of the curricular requirements of the major including both program core courses and Pathways General Education recommendations, as detailed in the major's curriculum guide and Degree Map.
- Develop a solid understanding of LaGuardia's advisement structure and academic policies and procedures.
- Supporting students around key advising tools, including CUNYFirst, Degree Works, Schedule Builder

Professional Expectations

- Represent LaGuardia Community College in a positive and professional manner.
- Maintain collegiality and professionalism with faculty, staff and students.
- Manage time effectively between classes, peer advising, and other commitments.
- Determine and communicate a consistent work schedule with supervisors and Peer Advisor Academy leadership.
- Work a minimum of 12 hours per week. 9am-5pm, Monday-Friday.

Compensation:

- Be provided with paid training and professional development opportunities
- Be a valued member of a professional and supportive team of diverse student leaders
- Further, develop your academic skills while gaining valuable professional experience.
- Earn \$19.12 per hour