

**JOB TITLE:** Transfer and Reentry Peer Advisor

**JOB PURPOSE:** To serve as a Transfer and Reentry Peer Advisor at the Transfer and Reentry Center

**JOB DESCRIPTION:**

Transfer and Reentry Peer Advisors work under the direction of professional staff in the Transfer and Reentry Center (TRC) in Dutton Hall. TRC Peer Advisors strive to make the transition and educational experiences of transfer students smoother at the university by providing referrals when appropriate, facilitating workshops to meet a variety of needs, and by collaborating with other on-campus units in these efforts.

The TRC offers an array of services, both academic and personal, so students can attain their educational, professional and personal goals. The center provides a warm and welcoming space to the Transfer and Reentry student populations as they navigate the University and experience all that the campus has to offer.

**DESCRIPTION:**

- The Transfer and Reentry Peers will use problem-solving skills to assist undergraduates and communicate advice clearly, concisely and accurately.
- Will act as a liaison between the Transfer and Reentry Center (TRC), professional staff and other campus units.
- Take the initiative to develop and direct projects including quarterly workshops, weekly briefs, participate in tabling events, student panels and other projects outlined by the professional staff.
- Manage the Facebook group, Instagram account and develop the social media footprint of the TRC.
- Other administrative responsibilities include entering and compiling daily service data and writing quarterly reports.
- Assist and help plan all TRC Student Orientations and Welcome Receptions through the academic year, assist in marketing programs and attend staff meetings. Eligible work study students are highly encouraged to apply.

UC Davis is a smoke and tobacco free campus, effective January 1, 2014. Smoking, the use of smokeless tobacco products and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors or outdoors, including parking lots and residential space.

**QUALIFICATIONS:**

The successful candidate must:

- Be a registered student in good academic standing.

- Have transferred from another Institution.
- Have a high level of self-motivation. Evidence of leadership skills are desirable with the ability to work independently as well as part of a team.
- Have excellent communication skills to work alongside student and career staff in both public and private spaces. Should be comfortable speaking in front of small and large groups in organized and informal settings.
- Be mature, approachable, and able to work with diverse groups of people including older non-traditional students, parents/guardians, or students and professional staff from across campus.
- Be knowledgeable of the campus and student resources as well as sensitivity to various student experiences is required. Discretion and good decision making are equally important.
- Be highly experienced with navigating social media networks to include: Facebook, Instagram, Canva, Zoom and open to learning new platforms as necessary.
- Commit to a full year of employment with the Transfer and Reentry Center.
- A [completed application](#) and resume are required. Only complete applications will be considered.