

FEDERAL WORK STUDY PROGRAM

College Peer Advisor

Location: Henry

Supervisor: Rickeshia Jackson M-TH 8-6 Friday 8-12 Hourly Rate: $10.00

Under general supervision, provide guidance, support, and resources to students, fostering a welcoming and inclusive campus environment. This position offers an excellent opportunity to develop leadership, communication, and problem-solving skills while making a positive impact on the college community. Key Responsibilities:

* Provide information on campus resources such as tutoring, career services, and student organizations.
* Offer support and encouragement to students experiencing academic or personal challenges.
* Assist in planning and facilitating workshops on topics such as time management, study skills, and career exploration.
* Maintain regular communication with assigned advisees, providing updates and reminders about important deadlines and events.
* Stay informed about college policies, academic programs, and student services.
* Perform additional tasks and responsibilities as needed to support the overall mission and goals of the career and academic planning department.

**Minimum Qualifications:**
Excellent interpersonal and customer service skills; self-starter; highly organized; and strong verbal communications skills. Professional dress; knowledge of college activities and operations; must be a regular user of student email, Banner, and Blackboard; ability to utilize a copy and fax machine; above-average proficiency in Microsoft Office, Internet, computer and printer settings; knowledge of Pearson student learning systems in order to assist and offer advice to students.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

SPECIAL NOTES:

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicants scheduled for interviews will be notified of the status of the position.

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