

## Peer Academic Advisor Role Descriptions

---

Peer Academic Advisors (PAAs) serve as liaisons to the Office of Academic Advising (OAA) and support the office's mission to strive for an unparalleled environment for undergraduates to explore opportunities, identify goals, and implement plans to reach those goals. During the academic year, PAAs are a resource to all students at the college for information and guidance on academic issues.

### Head PAA

The role of the Head PAA team is to lead their college's PAA program by ensuring that all PAAs are actively engaged and visible throughout the year. Head PAAs work with and report to the OAA and Student Directors of PAA (SDPAAs), and are expected to maintain frequent communication with their OAA Liaison. The responsibilities of a Head PAA generally require greater time and organization than the role of a Year-long PAA.

What are the responsibilities of a Head PAA?

- Work as a collaborative team of three people
- Delegate responsibilities and facilitate communication between PAAs
- Organize events and encourage full engagement of their PAAs to participate and be active in the planning process
- Communicate and cooperate with other groups, organizations, and multiple undergraduate, graduate, staff, and faculty college affiliates
- Play a vital role in the recruitment of the college Year-long PAA team

### O-Week PAA

The role of the O-Week PAAs is to supplement faculty advising and increase accessibility of academic advising resources for new students during O-Week, particularly helping incoming students to navigate the university. O-Week PAAs are also responsible for logistics related to academic advising at their college during O-Week.

What are the responsibilities of an O-Week PAA?

- Work as a collaborative team of four people
- Acts as a representative of the OAA and communicates with college masters, faculty advisors, O-Week coordinators and student advisors prior to and during O-Week
- Oversees, coordinates, and delivers academic advising related programs in their residential colleges during O-Week; these programs include Master's presentations, faculty advising, academic fairs, academic planning sessions, and O-Week PAA-led presentations on academic rules and regulations

- Answers general advising questions and has one-on-one discussions with new students during O-Week
- Helps new students transition to the larger PAA advising community

### Year-long PAA

The role of the Year-long PAAs is to act as a resource in the college for academic information throughout the academic year. While you have no specific responsibilities during O-Week, you will receive similar training to an O-Week PAA, with the expectation that you will provide support to all students throughout the school year.

What are the responsibilities of a Year-long PAA?

- PAAs lend their academic knowledge and experience to an assigned group of first-year students by serving as a Peer Academic Liaison (PAL).
- PAA teams at any given residential college work together to coordinate numerous group and individual activities to strengthen the academic vitality at their respective residential colleges (i.e. Academic Planning Sessions).
- PAAs offer accurate advice regarding specific classes, research opportunities, study abroad, and academic rules, regulations, and procedures, or any topic as it relates to academics.
- PAAs are knowledgeable on the resources available on campus, and can articulate these resources to students who may be in need of services (i.e. referrals to divisional advisors, major advisors, the OAA staff, other offices around campus).