

Department: Academic Resource Center (ARC)

Supervisor: Office Coordinator (immediate supervisor); also report to all professional staff in the ARC

Position: ARC Peer

General Job Purpose:

Assist with administrative duties, complete special projects, and provide customer service to student clients, faculty, and staff regarding all ARC services.

Duties and Responsibilities:

- Help students find and utilize resources in the ARC & PLL (Peer Learning Lab).
- Conduct tours of the ARC & PLL as requested.
- Provide outreach programming and workshops as needed.
- Make appropriate referrals to ARC divisions and other campus services.
- Assist with updating and organizing resources in the ARC & PLL.
- Manage special events and projects.
- Coordinate and assist with testing accommodations within the ARC.
- Provide assistance on study skills, time management, organization, etc.
- Perform general office duties.
- Tutor or assist specific courses/assignments if applicable
- Assist ARC professional staff with projects and tasks as needed/requested.

Job Qualifications:

- Cumulative GPA of 3.0 or above is required.
- Excellent customer service orientation
- Strong communication skills
- Knowledge of (or willingness to learn quickly) about resources and programs on campus
- Ability to work as part of a team and independently
- Attention to detail
- Ability to take direction and to take initiative
- Intermediate skills in Microsoft Office suite (Word, Excel, Power Point).
- Desk-top publishing and web design experience desired but not required.