

## Division of General Studies – Summer Registration Computer Lab Peer Advisor

The Division of General Studies is seeking students to work with us during summer registration by helping academic advisors assist incoming students with registering for classes for the fall semester. Computer Lab Peer Advisors will:

- Assist students with registering for fall classes in UI Integrate Self Service
- Assist students in identifying appropriate General Education courses

A successful candidate must be available weekdays from May 25 to July 8, 2016 from 1:00 pm – 5:00 pm, approximately 20 hours per week. There is also a mandatory training that is scheduled for May 9 and 10, 2016 from 9:00 am – 4:30 pm. We will work around your finals schedule for training.

The pay for this position is \$8.25 an hour.

Required qualifications:

- Strong communication skills
- Demonstrated ability to work well with others
- Knowledge of Course Explorer website
- Knowledge of UI Integrate

Preferred qualifications:

- Former DGS student
- Basic knowledge of Illinois General Education requirements
- Junior or senior class standing

To apply, please complete the application available at <http://go.illinois.edu/DGSPeerAdvisor> by 5:00pm on Wednesday, March 30, 2016.

Please contact Jen Heinold at [heinold@illinois.edu](mailto:heinold@illinois.edu) with any questions.