



2008-2009 OBLIGATIONS OF THE PEER COORDINATOR

1. Attend the mandatory introductory meeting.
 - Day Division - Thursday, April 10, 3:00 - 4:00 p.m.
 - Evening Division - Thursday, April 10, 5:30 - 6:15 p.m.
 2. Meet with the Director of Student Affairs during Spring 2008 to develop goals and objectives for the 2008-2009 Peer Advisor Program.
 3. Meet with the Director of Student Affairs regularly during Summer 2008 to discuss progress and Fall 2008 Peer Advisor training.
 4. With assistance from the Director of Student Affairs, create 2008-2009 Peer Advising manual to be distributed to all Peer Advisors in fall training. Fall training for each division's PAs are separate and manuals will require different material.
 5. Communicate regularly with Peer Advisors and the Director of Student Affairs beginning Summer 2008 and throughout the 2008-2009 school year.
 6. Maintain up-to-date contact information for Peer Advisors. Create peer advisor list serves and help to manage PA Blackboard site.
 7. Coordinate and assign Peer Advisors to ensure appropriate staffing for all events including Orientation.
 8. Develop and conduct Peer Advisor training. Peer Advisor training will occur on Sunday, August 17 for approximately 2 hours. Orientation for first year students will occur on Monday, August 18 and Tuesday, August 19.
 9. Coordinate several Peer Advisor events, including events in the spring semester focusing on the registration planning process.
 10. Maintain contact with Peer Advisors throughout the year in an advisory capacity, as a resource for program ideas and encourage activities between sections.
- 