



CITY COLLEGES of CHICAGO

Harold Washington

Education that Works

The Harold Washington College Peer Advising Program

The purpose of the Peer Advising Program is to empower emerging student leaders to serve the Harold Washington Community by providing informed and structured support to their fellow peers. These Peer Advisors work in tandem with the Advising Office to positively promote and appropriately refer students to critical campus resources, share their expertise to strengthen programs and services, encourage self-sufficiency, and partner with students as they pursue their goals. Peer Advisors will be key in supporting retention and credential completion efforts.

What does a Peer Advisor do?

- Acts as the CCC student representative to prospective students, current students, faculty, staff, and the public.
- Provides quality customer service to students through support of orientation and other advising activities.
- Refers current students to appropriate campus-based resources.
- Assists students in making appointments with their College Advisor.
- Provides information about advising and transfer services as well as academic policies, procedures, and important deadlines (such as course registration and withdrawal).
- Provides information to prospective students and other current students about extracurricular activities.
- Supports and assists planning of all advising activities, including orientation, registration workshops, extended advising hours, the Starting Line, Advising Open House, among others.
- Provides constructive critique of programming to improve advising services.
- Provides a positive/supportive example to the college for new and returning students.
- Participate in mandatory training, scheduled meetings and a developmental relationship with an assigned College Advisor.
- Demonstrates a high standard of professionalism at all times.
- Exhibits leadership, initiative, dependability, discipline and enthusiasm.
- Commit to working 10-20 hours per week.

What's the criteria for consideration?

Peer Advisors should:

- Have a genuine desire to assist peers and be a positive influence and role-model.
- Know about key campus resources and have a developed relationship with the Advising and Transfer Offices.
- Be committed to the full duration of the program from December 2018 – May 2019.
- Maintain good academic standing
- Achieved a 2.5 or higher cumulative GPA at CCC. *
- Have Harold Washington College listed as their home campus.
- Attained at least 24 credit hours at the time of application.
- Planning to enroll in at least 6 credit hours during the Spring 2019 term.
- Be familiar with the student portal and the City Colleges of Chicago website

**Students not meeting this GPA requirement are still encouraged to apply, but should be prepared to outline any mitigating circumstances and a detailed plan to pursue academic success in essay format. Students must be in good academic standing to apply.*



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Benefits:

- Compensation if eligible for Federal Work Study
- Leadership development training
- Increased networking opportunities at Harold Washington College
- Certificate of completion upon the end of term
- Special graduation attire and recognition upon completion

I'm interested! How can I apply?

- Complete the application attached
- Submit an updated resume and letter of reference from Harold Washington Staff or Faculty member
- Interview with the Peer Advising Support Committee
- Complete a background check (if selected to participate)

Please submit all required documentation no later than

5pm CST on Wednesday, November 14

Room 203 OR

Email: hwadvising@ccc.edu

Contact Nina Owolabi (nowolabi@ccc.edu) or the Advising Office (hwadvising@ccc.edu) if there are any questions or concerns.



PEER ADVISOR APPLICATION

Please type or print:

Full Name:	Student ID Number:
Address and Apt #:	City, State, Zip:
School Email:	Phone:

EDUCATION INFORMATION: (must attach a copy of your unofficial transcript and Spring 2018 Schedule)

Degree or Certificate Program:	Cumulative GPA:
Number of Credit Hours Completed at time of Application:	Number of credit hours currently enrolled:

RESUME: Attach an updated resume that includes any previous job, leadership or extracurricular activities.

PERSONAL STATEMENT: Please answer the following questions in 500 words or less.

- What does being a Peer Advisor mean to you?
- What qualities or past experiences have prepared you to be a Peer Advisor?
- How do you feel Harold Washington College will prepare you for success, both in your intended program of study and in general?
- If your cumulative GPA falls below 2.5 GPA, please explain any mitigating circumstances as well as your academic improvement plan and future goals.

REFERENCE: Attach the completed Recommendation Form from a HWC Faculty, Professional or Administrator who can attest to your capacity to promote and represent the college while pursuing your education.

I hereby certify that the information furnished on this application is true and complete to the best of my knowledge. I understand I must notify the Office of Financial Aid at Harold Washington College of any changes in my enrollment status. I also understand that a change in status may result in the cancellation of any award.

STUDENT'S SIGNATURE:

DATE:

-----For Office Use Only-----

Date Received: _____ by _____ Are all components attached? Yes No

Committee Review on: _____ Selected for Interview? Yes No

Interview date: _____ Time _____ Accepted Yes No, rationale: _____



PEER ADVISOR RECOMMENDATION FORM

TO BE COMPLETED BY STUDENT

Full Name _____ Student ID# _____

Email _____ Phone: _____

By signing this form, I waive my rights of access to any and all information contained in this recommendation and agree that any comments below will remain confidential.

Student Signature _____ Date _____

TO BE COMPLETED BY FACULTY/STAFF

(External professional recommendations may be accepted for first semester students)

Full Name _____ Department _____

Email Address _____ Phone _____

As you recommend the student, please keep in mind the goals of the Peer Advisor program. Harold Washington College's Peer Advisor program was developed to empower emerging student leaders to serve the Harold Washington Community by providing informed and structured support to their fellow peers. These Peer Advisors work in tandem with the Advising Office to positively promote and appropriately refer students to critical campus resources, share their expertise to strengthen programs and services, encourage self-sufficiency, and partner with students as they pursue their goals. Peer Advisors will be key in supporting retention and credential completion efforts. Feel free to add additional sheets if necessary.

1. How long have you known the student and in what capacity?



2. What are three strengths the student could bring to the Peer Advisor program?

3. What is one area of growth that you believe the applicant should work on to become a better professional?

4. Compared to the average HWC student, where does this applicant rank?
 Please circle your answers.

	Below Average	Average	Above Average	Excellent	No Basis for Judgment
Verbal Communication Skills	1	2	3	4	NA
Written Communication Skills	1	2	3	4	NA
Positive Attitude	1	2	3	4	NA
Organization	1	2	3	4	NA
Self-Discipline	1	2	3	4	NA
Emotional Maturity	1	2	3	4	NA
Reaction to Setbacks	1	2	3	4	NA
Accountability	1	2	3	4	NA
Motivation	1	2	3	4	NA
Leadership Ability	1	2	3	4	NA
Professionalism	1	2	3	4	NA
Respect for Diversity	1	2	3	4	NA
Ability to Represent HWC	1	2	3	4	NA



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5. Overall Recommendation (Circle One):

Highly Recommend

Recommend

Recommend with
Reservations

Would Not
Recommend

Recommender Full Name (Please Print): _____

Recommender Signature: _____ Date: _____

APPLICATION DEADLINE:
Wednesday, November 14 at 5pm

SUBMISSION INSTRUCTIONS

Please give the original (no photocopies) recommendation form to the student in a sealed envelope with your signature on the seal.

Thank you for taking the time to recommend the applicant.