**Peer Advisor/Mentor 1: Social Sciences Ambassador**

Peer Advisor/Mentor 1—Social Sciences Ambassador, under general supervision, serves as an advisor to students. Duties may include, but are not limited to:

* Welcoming students to the campus or department and engaging with them.
* Assisting students, staff and/or other customers in solving problems and making informed decisions.
* Providing information and advising students based on knowledge and training.
* Taking responsibility for some project and office work.
* Answering phones, checking emails and messages, and upkeep office space.
* Referring students and other stakeholders to appropriate offices and resources on campus as needed.
* General counseling.
* Participate in training to learn more about the College of Social Sciences, EWU, admissions, financial aids, housing, clubs and organizations, etc.
* Represent the College of Social Sciences at campus events
* Speak to prospective students and their families about the College of Social Sciences and EWU in general during their campus visits.
* Visit and speak with students at middle schools, high schools and community colleges about Social Sciences and attending EWU
* Performing other relevant duties as assigned or required.

This position will report to *insert department* and *insert title* of supervisor/manager.

This position will require some weekend and evening work and may make a few visits outside of the Spokane area.

**Required Qualifications:**

* Applicants must have excellent customer service and people skills.
* Applicants must have excellent communication skills, both spoken and written.
* Applicants must be able to work independently, and with a group and to complete tasks unsupervised.
* Applicants must be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.
* Be currently declared in one of the CSS undergraduate majors.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**