

Villanova School of Business Peer Counseling Program

EXPECTATIONS

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- 1) Attend and participate in Peer Counseling Training, Advisor Orientation meeting and Academic Orientation and become familiar with information contained in the Villanova School of Business (VSB) Peer Counselor Training Manual (you'll receive at training).
- 2) Develop a friendly relationship with your assigned group of incoming freshman. Communicate/meet with advisees on regular basis, especially during first year, as a means of helping them adjust to college and with scheduling/registration issues.
  - a. Contact assigned students at least once during summer prior to arrival on campus.
  - b. Meet with group of advisees (and Advisor) during University Orientation.
  - c. Meet individually with each assigned advisee at least once per semester prior to registration period to review basic scheduling/curriculum issues.
  - d. "Check-in" with advisees via email/phone throughout the semester.
  - e. Keep assigned students informed of activities to get involved in or attend on campus and in VSB.
  - f. Refer to advisees to Major Experts when appropriate.
- 3) Facilitate the Freshman group meetings with your advisees' during the first six weeks of the Fall semester (before Fall break) and the first 6 weeks of the Spring semester (before Spring break).
- 4) Provide coverage of the Peer Counselor office (Bartley 1072) by maintaining one scheduled office hour per week.
- 5) Understand and be able to interpret VSB curriculum for assigned students in regard to scheduling/course planning for classes up to 2011 and specifically class of 2012.
- 6) Possess knowledge of campus resources as a means of providing appropriated referral information to assigned students; notify the Clay Center of concerns about "at-risk" students.
- 7) Develop a working relationship with Clay Center Advisor assigned to your advisees.
- 8) Maintain up-to-date with the Clay Center throughout the academic year by reading the *Insider's Edge* weekly email.
- 9) Maintain on-going contact with your Exec Board group leader, with at least 1 one-on-one meeting with them per semester.
- 10) Assist the Clay Center with planning, promotion, and execution of choice of major and career programming projects/activities (forwarding emails, promoting VSB Majors Forum, VSB Majors Fair, etc).
- 11) Participate in college-wide special events/projects (e.g., Open House, Candidates' Days, interviewing for new PCs, Balloon Day, etc).