ACADEMIC RESOURCE CENTER
&
PRE-PROFESSIONAL HEALTH STUDIES

Peer Advisor Overview
Peer Advisor Job Description

RESPONSIBILITIES:

- Assist in the delivery of ARC & PPHS programs and services
  - ARC includes Division of University Studies (DUS), Continuing Studies (CS), Global Programs (GP) & International student advising
- Learn and maintain extensive knowledge of University programs, services, policies, and procedures
- Assist in DUS New Student Orientations: course selection and registration
- Help students explore academic options including but not limited to choosing a major
- Provide guidance to Pre-Professional Health students using the PPHS timelines
- Maintain accurate, detailed records of all advising contacts
- Be aware of important deadlines
- Act as liaison between students and professional staff
- Greet visitors and answer phones; provide timely and accurate information and/or referrals to appropriate University offices/resources.
- Use the online calendar to schedule appointments for ARC & PPHS staff
- Prepare and manage student files
- Replenish office forms and supplies
- Make deliveries
- Make appointment reminder calls and texts
- Adhere to all office policies and procedures
- Attend a required weekly staff meeting on Wednesdays
- Complete other office duties as assigned
Peer Advising

SUCCESSFUL PEER ADVISORS HAVE KNOWLEDGE OF
- Academic programs across all disciplines
- Important campus resources and support services throughout the University

SUCCESSFUL PEER ADVISORS KNOW HOW TO
- Ask appropriate questions to assess students’ needs
- Help students identify and explore academic options
- Demonstrate the use of academic planning tools (Undergraduate Bulletin, Course Descriptions, and Course Schedule)
- Demonstrate the features of Self-Service Banner (DARS, register/roster, enrollment verification, advising session notes)
- Effectively and efficiently help students put together a schedule of courses that meet requirements and also satisfy the student’s interests
- Help students problem-solve
- Provide information to students interested in the health professions and assist students with understanding the PPHS timelines

SUCCESSFUL PEER ADVISORS
- Refer students to professional advisors when appropriate
- Are both non-judgmental and sensitive to students’ feelings
- Respect individual differences
- Understand confidentiality
- Encourage future contact
- Always check for accuracy

PEER ADVISING IS...
- Teaching students how to make well informed academic decisions
- Using your own experience as a student to help your advisees
- Knowing when to say, “I don’t know,” and where to look for help

PEER ADVISING IS NOT...
- Making decisions for others
- Telling others what to do (peer advisors may suggest options or alternatives, identify consequences, and/or share their experiences)
- Peer mentoring (peer advisors will not have the opportunity to build and foster relationships with their advisees)
THE ACADEMIC RESOURCE CENTER IS THE ADVISING HOME FOR:
  ▪ DIVISION OF UNIVERSITY STUDIES
  ▪ MAIN CAMPUS CONTINUING STUDIES
  ▪ GLOBAL PROGRAMS

DIVISION OF UNIVERSITY STUDIES (DUS) STUDENTS ARE...
  ▪ Students with 0 to 60 credits who have not yet declared a major
  ▪ Students in a declared major but are now interested in exploring other academic options
  ▪ Students needing to transition out of a declared major and need of guidance in finding an alternate academic program

CONTINUING STUDIES (CS) STUDENTS ARE...
  ▪ Non-degree students (registered for credit, but not admitted into a degree program at Temple)
  ▪ Adults returning to school
  ▪ Professionals updating their skills
  ▪ High School students taking a course
  ▪ Students taking courses to meet admissions requirements for graduate or professional schools.
  ▪ Visiting students from other colleges and universities.
  ▪ Students taking courses for personal enrichment.

GLOBAL PROGRAMS (GP) STUDENTS ARE...
  ▪ Visiting International students from other colleges and universities participating in a special study abroad/exchange program.
  ▪ Students at Temple for either one semester or a full academic year.

For more information about ARC please visit our website at:
www.temple.edu/arc
Pre-Professional Health Studies (PPHS)

PRE-PROFESSIONAL HEALTH STUDIES PROVIDES ADVISING FOR:

- CURRENT TEMPLE STUDENTS & ALUMNI
- STUDENTS INTERESTED IN POST BACCALAUREATE PROGRAMS
- STUDENTS PURSUING A CAREER IN THE HEALTH PROFESSIONS

PPHS SUPPORTS STUDENTS INTERESTED IN PREPARING TO GO TO PROFESSIONAL SCHOOL IN ANY OF THE FOLLOWING AREAS:

- DENTISTRY
- MEDICINE
- OCCUPATIONAL THERAPY
- OPTOMETRY
- PHARMACY
- PHYSICAL THERAPY
- PHYSICIAN ASSISTANT
- PODIATRY
- VETERINARY MEDICINE

PPHS is Temple University’s home base for “all things pre-health.” The office offers guidance and resources—both academically and non-academically. To support this mission, the office helps Temple students make informed decisions about their choice of a future health profession, promotes academic excellence by providing accurate timelines for completing prerequisite coursework, provides educational resources to streamline processes for student success, understands and informs students of admission requirements, and encourages student involvement in the healthcare community, through clinical work, service, and research.

For more information about PPHS please visit our website at [www.temple.edu/healthadvising](http://www.temple.edu/healthadvising)
Organizational Chart

Academic Resource Center

Neal Conley, Director

Dolly Scott-Payne, Office Coordinator

DUS Advisors | CS Advisors | International Advisors
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Irina Veramidis | Melinda Finley | Joanne Garfield
Tracy Malz | Myriah Lipke | Leanna Arnold
Abigail Schmid
Russell Ebright

Pre-Professional Health Studies

Kimberly Buck-Speck, Director

Neida Perez, Senior Advisor

Courtney Chappelle, Advisor

Lisa Thayer, Advisor