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## Peer Advising Leadership (PAL) Application

Thank you for your interest in CNR's PAL Program. This position provides an opportunity to gain practical skills in advising and administration, while developing valuable communication skills and interacting with a diverse student population. **Please read the job description on the back of this page to learn more about the position, requirements, and eligibility.** Return applications to 260 Mulford Hall before 5pm on April 13<sup>th</sup>.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Major / Intended Major: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

### Resume:

We encourage you to attach your resume and an unofficial transcript. Please consult with the Career Center ([career.berkeley.edu](http://career.berkeley.edu)) in developing a professional resume, if necessary. Please include co-curricular activities, as well as paid employment history on your resume.

### Please answer the following question:

Why do you want to become a CNR Peer Advising Leader? Please identify which parts of the job description you find interesting or appealing and explain why.

**Application Deadline:** April 13<sup>th</sup> at 5:00pm. Top applicants will be notified for an interview shortly after the deadline.

**Note:** Peer Advising Leaders do not have access to student records, transcripts, or student files. Peer Advising Leaders cannot sign petitions or process student petitions.

## Peer Advising Leadership (PAL) Job Description

### To be eligible for this position, you must:

- Be an enrolled UC Berkeley student. Due to year-long commitment, freshmen, sophomores and juniors are preferred. Freshmen are welcome to apply in their second semester.
- Have a cumulative GPA of 3.0 or higher.
- Must attend all PAL meetings (date and time TBD, varies fall and spring).
- Must commit to two consecutive semesters in the program.
- Must commit to a mandatory day-long training before Welcome Day (date and time TBD).

### Terms of Position:

- The position begins with a training workshop and continues through the end of the school year.
- PALs commit to 3-5 hours per week which includes:
  - 2 hours of advising
  - 1 hour weekly meeting in the fall, 1 hour bi-weekly meeting (spring)
  - Minor homework assignments, events, and administrative duties
- PALs will receive 2 units of ESPM 98/198 for fall and spring.

### Position Overview:

- Engage in CNR recruitment and retention programs.
- Provide information about CNR and University requirements, policies and procedures.
- Make referrals to a wide variety of campus services and resources and provide information about transferring into CNR from other institutions and from elsewhere on the Berkeley campus.
- Provide general information about career and graduate school options.
- Work at information tables at various workshops, on and off campus.
- Participate in CNR Welcome Day, Cal Day, Major Fairs, Commencement, and other major outreach programs in the spring.
- Manage college-wide advising projects as assigned.
- Write PAL Blogs ([nature.berkeley.edu/blogs/palprogram](http://nature.berkeley.edu/blogs/palprogram)).
- Correspond to PAL emails.

### Benefits for Peer Advisors:

- Develop valuable communication skills and confidence speaking in front of others.
- Be recognized as a student leader and positive role model.
- Gain a greater understanding of CNR and University-wide policies.
- Serve as a vital resource to your peers and enrich the lives' of others.
- Enhance your resume and develop important professional skills.
- Earn 2 units of ESPM 98/198 (Directed Group Study) for fall and spring.
- And more!

### Questions:

For more information, talk with current peer advisors during drop-in hours ([berkeley.edu/site/pal.php](http://berkeley.edu/site/pal.php)) or email [pal@berkeley.edu](mailto:pal@berkeley.edu).