

San Diego Community College District

NANC JOB DESCRIPTION

Title: Peer Counselor

Unit: Non-Academic/Non-Classified Service

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Job Code: N1620

Original Date: 06/2016

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor or manager, serve as student advisor and contact person for students indicating financial, academic, cultural, or linguistic need.

DESIRABLE QUALIFICATIONS:

Knowledge of college and community resources available to students; District organization, operations, policies, and objectives; and record-keeping techniques. Ability to advise students concerning college and community resources, make oral presentations, assist in developing recruitment techniques, understand and follow oral and written directions, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Graduation from High School and 18 units of community college credits. Valid California driver's license.

TYPICAL DUTIES INCLUDE:

- Assist in developing and maintaining liaison with high schools, Adult Education Centers, community social services agencies and community organizations.
- Provide information to students and the public regarding educational and financial aid opportunities.
- Assist students completing applications.
- Assist students in making contact with faculty and administrators.
- Assist in the development of techniques for the recruitment of non-traditional students.
- Maintain regular contact with students to assess college progress and future college choice.
- Disseminate information and make presentations to groups in the community.