PIT Peer Advisor (PA) Position Description

PIT (Putting it Together in the Community) is a service oriented pre-orientation program for first year students. PIT introduces incoming first-year students to the Ware Institute for Civic Engagement and various non-profit organizations that have important impacts on the Lancaster community. Students who participate in PIT also have the opportunity to move in early and bond with their peers prior to the start of orientation. Students are placed into themed groups based on their specific service interests and each group is led by two upperclassmen leaders known as PIT Peer Advisors or PAs.

PIT PAs play a vital role in the success of PIT and serve as important mentors for the first year students they work with. PA positions are volunteer (unpaid) roles. However, the upperclassmen who fill these positions have the opportunity to come back to campus early and all their meals are covered throughout the course of PA training and the PIT program.

While serving as a friend and mentor to new students, all PAs are also responsible for communicating and upholding F&M policies as well as any special policies that may apply specifically to pre-orientation programs.

**Required Dates:**
- PIT PA Training: August 17-19, 2019
- PIT Program: August 20-23, 2019

**Position Description**
- Attend and participate in PA meet and greet session in April (Date TBD)*
- Actively participate in PA Training
- Create signs and door decorations to welcome students to campus
- Assist in transporting PIT group from place to place on and off campus
- Lead group activities during PIT program
- Serve as a mentor and role model for the first year students who participate in the PIT program
- Answer questions and inquiries from incoming student participants and families
- Communicate any concerns that arise during PA training and/or the PIT program with the PPI and the Assistant Director of the Ware Institute
- Debrief with PPI and Assistant Director on a daily basis during the PIT program
- Other duties as assigned

*Not required if PA candidate is studying abroad

**Position Qualifications**
- Required
  - Demonstrated awareness of and support for the Ware Institute for Civic Engagement’s Mission and Vision
- Excellent interpersonal communication skills
- Ability to adapt to unexpected changes and function effectively in a fast-paced environment
- Enthusiasm for working with and welcoming first-year students to F&M
- Availability to be on campus from August 17th-23rd, 2019

**Preferred:**
- Familiarity with the PIT program through being a PIT participant and/or PIT PA
- Prior experience volunteering with local non-profit agencies

**Additional Terms and Conditions:**
PIT PAs can move back into their on campus rooms at the start of PA training with approval from the College.

**The Selection Process:**
In order to be considered for the position, please submit the online application. Please note that part of the application involves uploading an electronic copy of your resume.

The PA application can be found by clicking here.

*All application materials are due by 11:59PM on Monday, February 11th, 2019.*

Applicants will be notified whether or not they have moved on to the interview stage of the process by Friday, February 15th.

**Questions? Contact:**
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