

- 1) Description of the program and outcomes. Please include both quantitative and qualitative measures. Number of students served is critical.

The peer advisor program was established in January 2006 with one advisor. It has grown ever since with the largest number of peers being five in the 2010-2011 academic year. There have been a total of 13 students who have participated in the Ellensburg program to date. Some of these students were in the program for two years and this upcoming year, one student is starting her third year with us. Students can be non-work study or even doing an internship.

The purpose of the program is two-fold: 1) it is primarily to help peer advisors develop professional skills with the hope that they will be of benefit to them in their own careers and that they will use these skills with fellow students. The program also assists students to clarify their academic and career goals and achieve them. For example, help with getting into graduate school, post grad program, or a job. One requirement of the program is to have a 3.0 GPA or be willing to work towards it. 2) the peer advisors will help Career Services serve more students on campus with resumes, cover letters, interviewing, job search strategies and choosing a major. In order to achieve this, the students receive intensive and ongoing training. Peer advisors who stay a second year are designated “lead peer advisor” and assume more responsibilities such as facilitating and coordinating training modules.

S & A funding was obtained in 2009 and is scheduled to continue until June 2013.

Outcomes - Students in the program will:

- Learn how to be role models and mentors for students and alumni
- Gain “professional” experience in a volunteer, internship, or paid capacity
- Develop and/or enhance interpersonal communication skills such as listening more responsively, negotiating the theme of a conversation, expressing one's thoughts and feelings more clearly, translating complaints into requests, asking questions more creatively, expressing more appreciation, and adopting a "continuous learning" attitude
- Develop professional skills such as giving presentations; creating and implementing workshops with learning objectives; creating and implementing surveys and/or evaluations; developing and managing projects from ideas to implementation; facilitating groups
- Develop career specific skills such as resume and cover letter writing, interviewing and job search strategies
- Learn how to use technology in an office environment and for promotional purposes
- Learn how to effectively work independently and as a member of a team

It is difficult to calculate how many students are served by the peer advisors as they are often co-facilitators in workshops or working in pairs. This past year (2010-2011) they facilitated, on their own, 10 workshops in the residence halls over winter and spring quarter. They staffed the Resume Doctor table in the SURC Mondays through Thursdays for the whole academic year. They also instituted resume drop in times Mondays to Thursdays in the office during winter and spring quarter. Two peer advisors presented two well-attended workshops at the Center for Excellence in Leadership conference.

The peer advisors also help at all our events where hundreds of students attend. For example, more than 600 students attended our Career Quest event in April 2011. We hired one peer advisor to work with us in the summer and she was responsible for staffing our table at three Discover Orientation sessions. As well, she assisted with any drop in appointments.

- 2) Overall annual cost of program materials vs. personnel costs and any other overhead costs of the program.

**2009 – 2010 (as of June 30, 2010)**

<b>REVISED ALLOCATION</b>		\$11,500.00
<b>Goods and Services</b>	\$ 2,174.40	\$ 655.60
<b>Payroll</b>		
• Student/Temp	\$ 7,925.59	\$ 59.41
• Benefits	\$ 489.77	\$ 195.23
Total Payroll Expenses	\$ 8,415.36	
<b>TOTAL EXPENSES</b>		\$10,589.76
Encumbered Balance		\$ 947.43
<b>BALANCE</b>		<b>910.24</b>

**2010 – 2011 (as of June 30, 2011)**

<b>REVISED ALLOCATION</b>		\$12,410.24
<b>Goods and Services</b>	\$ 341.90	\$ 2,368.34
<b>Payroll</b>		
• Student/Temp	\$ 7,814.93	\$ 1,185.07
• Benefits	\$ 319.49	\$ 380.51
Total Payroll Expenses	\$ 8,134.42	
<b>TOTAL EXPENSES</b>		\$ 8,476.32
Encumbered Balance		\$ 3,933.92
<b>BALANCE</b>		<b>3,933.92</b>

- 4) Show outcomes for the previous three years (if the program has been in existence that long) as well as any changes (increase/decrease) in staff please show both university staff and paid student staff.

**2009 – 2010**

Four students – 3 new to program, 1 from 2008-2009

- 3 work study, one an international student (no work study)
- 2 seniors, 1 sophomore, 1 junior
- Lead peer advisor paid \$9.50/hour, the rest \$9/hour
- 3 peers worked up to 15 hours per week, lead peer advisor worked up to 17 hours per week
- 4 peer advisors traveled to National Association of Colleges and Employers conference after being nominated for an Innovation in Excellence Award
- 2 graduating peers accepted to teach English in Spain for 2010-2011
- 1 peer advisor accepted into Moss Adams accounting internship for winter 2011
- 3 peer advisors ended year with 3.7+ GPA's, 1 with 3.2 GPA
- Peer advisors are trained to work the Resume Doctor in SURC, twice a week
- Peer advisor presents two sessions at Center for Excellence in Leadership conference

**2010-2011**

Five students – 4 new to program, 1 from 2009-2010

- 2 work study, three non-work study
- 2 seniors, 3 juniors
- Lead peer advisor paid \$9.50/hour, the rest \$9/hour
- Lead peer advisor worked up to 17 hours/week, rest of peers up to 12 hours/week
- 1 graduating senior with a 3.9 GPA, 2 peer advisors 3.8+, 1 peer advisor 3.3, one peer advisor brought his GPA from 2.2 to 2.7
- 1 senior offered KPMG accounting internship for summer 2011 and will be finishing second degree June 2012 – named top accounting student in College of Business and won \$10,000 scholarship
- 1 junior worked through summer 2011
- 4 peer advisors invited to stay on for next year, 1 declined
- Peer advisors take on full responsibility for Resume Doctor, Monday to Thursdays in SURC for academic year
- Peer advisors set up drop in resume checks in office Monday to Thursday for academic year
- Two peer advisors present two sessions at Center for Excellence in Leadership conference
- Summer peer advisor responsible for three Discover Orientation information tables

- 5) Program objectives for the upcoming year and if there is any proposed increase or decrease in funding.

**2011-2012 Academic Year**

Objectives

- Student outcomes will be similar to previous years
- Collect better data on students served
- Increase number of residence hall, clubs, and other workshops given on campus
- Continue providing daily resume services in the SURC and drop ins
- Provide a professional development experience for peers off campus

Funding

- 3 peer advisors, all seniors, from last year; two will be paid \$10/hour, one will be paid \$10.50/hour, only one is minimal work study
- Additional peer hired, being paid \$9.50/hour, she is work study
- All peers will be working up to 12 hours per week
- No increase in funding is being asked for this year

(as of September 30, 2011)

<b>REVISED ALLOCATION</b>		\$ 11,385.00
Beginning Fund Balance		\$ 3,933.92
		<b>BALANCES</b>
<b>Goods and Services</b>	\$ 0.00	\$ 3,733.92
<b>Other (S&amp;A fee)</b>	\$ 566.39	\$ 1,433.61
<b>Payroll</b>		
• Student/Temp	\$ 1,542.50	\$ 7,457.50
• Benefits	\$ 38.74	\$ 661.26
• Administrative Fee	\$ (566.39)	\$ 566.39
Total Payroll Expenses	\$ 1,014.85	
<b>TOTAL EXPENSES</b>		\$ 1,581.24
Encumbered Balance		\$ 13,639.56
<b>BALANCE</b>		<b>\$ 13,737.68</b>