**Title of Position:**  Peer Navigator

**Division/Department:**  School of Business

**Job Duties**

• Responds to various general student inquiries, sometimes requiring knowledge of College practices and processes

• Records student contact information for the School of Business and other-Campus requests and forwards to the appropriate staff for follow up

• Records student inquiry statistics as requested (e.g. types of questions asked; number of student contacts / referrals)

• Assist with Assembling and categorize facts and figures for written computation and calculations

• Assists with organizing School of Business promotional activities, on-site and off-site

• And other duties as required

**Qualifications**

• Must be a current Fleming School of Business student in an upper semester of study with a minimum GPA of 3.0

• Familiarity with School of Business faculty, staff, College departments and College processes is an asset

•Excellent communication and customer service skills; strong interpersonal, organizational and prioritizing skills

•Strong computer skills (Microsoft Word and Excel, Internet)

**Additional Information ie special equipment or travel**