PAA Position Descriptions (At-A-Glance)

**Year-Long PAA**
- All PAAs are considered "Year-Long" PAAs
- Provide academic advice throughout the year and especially at OAA sponsored events such as the Academic Planning Session (APS)
- Knowledgeable about academic and research resources
- Able to articulate and communicate academic resources and registration procedures
- Year-Long PAAs attend at least 2 training-related events per academic year

**Head PAA**
- Requires at least one year of PAA experience (Year-Long, O-Week or both)
- Requires delegating and managing responsibilities
- Facilitating communication between PAAs, DAs, FYMs and the OAA
- Organize events and encourage full participation of their PAAs to engage and be active in the planning process.
- Usually requires more time commitment than a Year-Long
- Head PAAs attend at least 3 training events per academic year

**O-Week PAA**
- Oversee, program, coordinate, and assist academic advising related programming in each respective residential college during O-Week
- Assist with the scheduling of faculty academic advising appointments with new students.
- Communicate effectively between among different groups: OAA, DAs, and College O-Week team
- Be available before and during O-Week
- After O-Week, act as a resource in the college for academic information
O-week PAA vs O-week Advisor

O-week PAAs

- Getting to introduce students to academics at Rice
- Getting the opportunity to get to meet and help many more students than as an advisor
- Liberty to move amongst O-Week groups
- Working behind the scenes to ensure that students have all the resources they need to register for classes
- Being able to make an impact without being an extrovert
- Feeling like you are truly contributing to student confidence in academic plans and in their schedule
- Participating in as many or as few of the O-Week Activities as you like
- Busier than advisors during advisor training and during the first few days of O-Week.

O-week Advisors

- Orienting students to social life within the college and university
- Getting to know your specific group of students very well over the course of the week
- Having a greater arts and crafts role
- Being a college spirit leader (college cheers, balloon fight, etc.)
- Getting limited sleep during O-week (morning meetings, late night food runs, etc.)
- Having total responsibility for your 8 students (waking them up in the morning, getting them where they need to be, etc.)
- Participating in all O-Week events with your new students
- More relaxing during training than during O-Week
- Getting to know and working closely with your co-advisors and coordinators

- Meet new students
- Give back to Rice
- See O-week from a new perspective
Want more information? Then attend a PAA Information Session!

- Information Sessions will be held on the following dates and times:
  - **Tuesday, January 14, 2014:** PAA Recruitment Information Session (Miner Lounge, 2p-3p)
  - **Wednesday, January 15, 2014:** PAA Recruitment Information Session (Miner Lounge, 7p-8p)
  - **Thursday, January 16, 2014:** PAA Recruitment Information Session (Miner Lounge, 7p-8p)