



PDA Advisor FAQs

1) How many Advisees will be assigned to me?

Assignments will vary based upon requests for PDA and PDA/Advisee geographic location. Each Advisor is authorized to provide 4 hours or 16 weeks of advisement to each Advisee. Renewal of hours may be authorized upon request.

2) May I advise over the phone or do I have to meet with my Advisee in-person?

Initial contacts to schedule appointments are generally conducted via phone or e-mail. A minimum of one in-person meeting is required to effectively complete the PDA Program advising process and the required PDA program paperwork. Additional meetings may include a combination of phone, e-mail and face-to-face meetings as agreed upon and scheduled by the PDA and Advisee.

3) When and how will I be paid for my advising services?

Advisees are paid on a monthly basis after paperwork is submitted. Current rates are \$30.00 per hour for services and .485 per mile. Each Fiscal Year (FY), a schedule is developed and distributed to all PDAs indicating when paperwork is due (monthly), and when stipends are processed (also monthly). This schedule is posted on a resource page for PDAs on the Gateways to Opportunity website.

4) How much paperwork will I be required to complete?

Most PDAs spend 30 minutes to an hour a month on program documentation. Completion of paperwork is part of paid time for Advisors.

5) How much travel will be involved? May I claim for travel between my home and work?

Every effort is made to limit the distance between the PDA and Advisee. Mileage will be paid between and PDA's home and the Advisee or the PDA's work and the Advisee, whichever is shorter. Extenuating circumstances will be discussed with a PDA before a referral is made official.

6) What if I'm working with someone who is difficult to make contact with or won't follow up on my advice?

It is the responsibility of the PDAs to make every effort to establish and maintain contact with an Advisee. Advisees are responsible for following up on their Professional Development Plan goals and objectives and maintaining contact with their PDA. PDA Program Staff is available to assist both the PDA and the Advisor, as needed.