Academic Advising Programs
California State University, Chico
SSC 220
Phone: (530) 898-5712
E-mail: academicadvising@csuchico.edu
Visit our web site: http://www.csuchico.edu/aap

2018-2019
Academic Advising Intern
Job Description

POSITION: Academic Advising Intern: Multiple positions available

OFFICE OVERVIEW: Academic Advising Programs at CSU, Chico, serves the entire undergraduate student population. It is a typically fast paced work environment with the opportunity for Interns to make a difference every day. The mission of Academic Advising Programs is to provide an integrated array of effective academic advising services as well as resources and planning tools for students. We are also committed to the professional development of our Advising Intern team. Academic Advising Programs office hours are Monday through Friday 8am - 5pm during normal University business days.

DATES: Mandatory Training:
Training will occur during January Intersession and throughout the spring semester. Approximately 200 hours of progressive training are required to successfully transition from Trainee to Intern. Interns are expected to be available two weeks prior to the start of each semester for mandatory in-service days. Interns will be required to enroll in a 1 unit internship class each term for the duration of employment. Interns are expected to earn a CR in the 1 unit internship course. Earning a No Credit in the course could result in termination. Spring 2018 class will be held Tuesdays 5:15 PM – 6:45 PM.

Position Duration:
Advising Interns must be currently enrolled undergraduate or graduate students, available to work three consecutive semesters and have a minimum of 12 hours per week availability. Work performance is evaluated at the end of each semester to determine continued employment.

RESPONSIBILITIES:
Academic advising Interns are an integral part of Academic Advising Programs at CSU, Chico. Interns are primarily responsible for the counseling and advising of a variety of Chico State student populations. Utilizing one-on-one advising sessions, Interns counsel and advise undeclared students and help guide these students towards the selection of a major. They advise students who are on academic probation or have been academically disqualified from the University. Interns explain and advise students about the General Education Pathway Program and other graduation requirements. They address questions and concerns about academic and administrative requirements as well as important academic deadlines and procedures. Interns often conduct outreach and facilitate advising workshops to both new and continuing students, as well as assist professional advisors with various office duties, data collection and research projects. Often acting as the face of the office, Interns assist with running and maintaining our reception area. This requires communicating with students, staff and faculty over the phone, in person and via email.

QUALIFICATIONS:
Advising Interns work closely with the entire student population of CSU, Chico in a variety of academic and interpersonal capacities. Due to the nature of Intern responsibilities, applicants must be highly motivated, detail oriented, be a self-starter, have strong professional understanding and direction, be able to learn quickly, possess strong communication and interpersonal skills, and be able to accurately explain detailed information. Interns must demonstrate good judgment, be mature, and have a substantial knowledge of campus. Prior advising, counseling, or leadership experience is highly desirable. It is essential that applicants are capable of representing University policy and expectations fairly and accurately. Applicants should demonstrate compassion, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve. Additionally, applicants must express sensitivity and understanding of historically underrepresented groups. Preference will be given to applicants who are upper division or graduate students, have a minimum GPA of 2.5 and are available for a minimum of 3 semesters.

ANTICIPATED SALARY: $11.50 (Trainee Pay Rate)

APPLICATIONS: Applications are available the month of October in Academic Advising Programs, SSC 220 or online at www.csuchico.edu/aap. Submission deadline is Monday, October 30th, 2017 by noon. If you have any questions, please contact Graciela Lopez, Lead Academic Advising Intern @ glopez37@csuchico.edu. First Round Interviews will take place on Friday, November 3rd from 3:30-6pm.

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