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

2017-2018
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 for the duration of employment. Spring 2017 class will be held Tuesday evenings from 5:30 PM – 7:00 PM.

Position Duration:
Advising Interns must be currently enrolled undergraduate or graduate students, available to work for three consecutive semesters and have availability of a minimum of 12 hours per week.

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 in University Housing and facilitate advising workshops to both new and continuing students, as well as assist professional advisors with various office duties and data collection. Interns are also responsible for completing individual research projects each semester. 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 both over the phone and in person.

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 2.3 and are available for a minimum of 3 semesters.

ANTICIPATED SALARY:
$11.25 (Trainee Pay Rate)

APPLICATIONS:
Applications are available during the month of October in Academic Advising Programs, SSC 220 or online at www.csuchico.edu/aap. The deadline for submission is Friday, October 28th, 2016 by noon. If you have any questions, please contact Daniel Beaky, Lead Academic Advising Intern @ dbeaky@csuchico.edu