CALIFORNIA STATE UNIVERSITY, CHICO
EDUCATIONAL OPPORTUNITY PROGRAM
Intern/Paraprofessional Advisor Job Announcement

Position: Paraprofessional Advisor (part-time, 15 – 18 hours per week)
Intern (part-time, 15 – 20 hours per week)
BY COMPLETING THE APPLICATION PACKET, YOU ARE APPLYING TO BOTH POSITIONS.

Starting Date: Monday, August 15, 2016
Mandatory trainings: May 23 – 27, 2016, August 15 – 19, 2016, and January 16 – 20, 2017. All trainings must be attended, no exceptions.

➢ It’s optional for you to work during Summer Bridge, June 18 – 30, 2016.

Position Description: THE PARAPROFESSIONAL ADVISOR position has distinct areas of responsibility. Paraprofessional Advisors work with students participating in the EOP First Year Experience program, and they also work in cooperation with a staff member for the Study Skills Workshop series in the fall and the Fresh Start Workshop series in the spring. Duties include: working with a core group of students; advising on GE requirements, course scheduling, and disseminating information and basic knowledge of university policy and procedures; maintaining accurate records of student contact and academic progress; planning programs; and completing end-of-semester student file summaries. The Paraprofessional Advisor must possess the ability to work with minimal supervision and pay close attention to detail.

Position Description: THE INTERN ADVISOR position also has distinct areas of responsibility. There are two components to this position, the intern piece and the receptionist piece. Intern Advisors primarily work with continuing students and students participating in the Second Year Success program. Duties include, but are not limited to: advising students about GE requirements; counseling students on academic probation and in the disqualification range; maintaining accurate records of student contact and academic progress; disseminating information to students; instructing workshops; planning a semester cultural activity; and being able to work with minimal supervision. The receptionist piece includes: possessing above average communication skills; having a basic knowledge of university policies and procedures; addressing questions and concerns about academic and administrative requirements and procedures; opening and closing the office; screening callers and visitors at the front desk; and scheduling appointments, running errands, typing, filing, and distributing mail.
Duties: Duties include, but are not limited to the following:

• Assist in academic advising for first year freshmen students (Paraprofessional Advisor) or continuing students (Intern).
• Actively participate in all trainings and weekly staff meetings.
• Refer students to services for any problem identified during contact.
• Distribute and follow up on mid-semester progress evaluations.
• Able to work flexible hours, including some required evenings and weekends.
• Participate in student panels and presentations to large groups.
• Assist in facilitating Fresh Start Workshops (Paraprofessional Advisor) or Student Learning Center Workshops (Intern).
• Support second year students with academic advising, major exploration and career planning (Intern).
• Facilitate or assist in planning large group activities.
• Able to speak to large groups.
• Other duties as prescribed by your immediate supervisor.

Qualifications:

• Be a junior, senior, or graduate student with a 2.5 GPA or above preferred.
• Possess above average communication skills.
• Have the ability to articulate and disseminate detailed information.
• Have the knowledge of EOP philosophy and goals.
• Be able to relate to EOP students’ needs.
• Both positions require a one-year commitment.

Compensation: $11.20 per hour.

Application Deadline: Friday, March 25, 2016 at 5:00 pm. Applications are available online at http://www.csuchico.edu/eop/about/jobannounc.shtml and in the EOP Office. Please submit completed applications to the EOP Office, Student Services Center 310, California State University, Chico, CA 95929-0710, or call 530-898-6831.

Hiring is contingent upon funding. Priority is given to work-study students.