

**CALIFORNIA STATE UNIVERSITY, CHICO  
EDUCATIONAL OPPORTUNITY PROGRAM  
INTERN JOB ANNOUNCEMENT**

**Position:** Intern (part-time 15 - 20 hours per week)

**Starting Date:** **Tuesday, August 19, 2008 (one week prior to the fall semester)**

**Mandatory training May 27-30, 2008**

Optional to work during Summer Bridge, July 12 – 19, 2008.

**Position**

**Description:** The EOP Intern position has distinct areas of responsibility. Duties include: working with continuing students; maintaining accurate records of student contact and academic progress; disseminating information to students; the ability to work with minimal supervision; and complete end of semester student file summaries.

**Duties:** Duties will include but are not limited to the following:

1. Assist in academic advising for continuing students (non first year students).
2. Actively participate in all training and weekly staff meetings.
3. Responsibility for regular contact with a specific student client group.
4. Refer students to services for any problem identified during contact.
5. Assist with follow-up of mid-semester progress evaluations.
6. Availability to work flexible hours including some required evenings.
7. Planning Semester cultural event
8. Facilitating Student Learning Center workshops
9. Other duties as prescribed by your immediate supervisor.

**Qualifications:**

1. Junior, Senior, or Graduate class standing with a 2.50 GPA or above preferred.
2. Above average communication skills.
3. Ability to articulate and disseminate detailed information.
4. Ability to relate to EOP students' needs.
5. Knowledge of EOP philosophy and goals.
6. Due to budgetary constraints, priority will be given to students with Work Study.

**Compensation:** \$9.40 per hour.

**Application**

**Deadline:** **Tuesday, April 15, 2008 at 5:00 p.m.** Please **pick up an application packet** and submit it to the EOP office, Meriam Library, Room 172, California State University, Chico, CA 95929-0710, or call 530-898-6831.

*Hiring is contingent upon funding.*