



## 2019-20 Academic Advising Intern Job Description

Academic Advising Programs  
California State University, Chico  
SSC 220

Phone: (530) 898-5712

Visit our web site: <http://www.csuchico.edu/aap>

**POSITION:**

**Academic Advising Intern:** Multiple positions available

**OFFICE OVERVIEW:**

Academic Advising Programs (AAP) 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 AAP 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. AAP office hours are Monday through Friday 8am - 5pm during normal University business days.

**DATES:**

**Mandatory Training:**

Interns are expected to be available during the entire January Intersession for mandatory training. Approximately 200 hours of progressive training are required to successfully transition from Trainee to Intern. 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 2019 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 6-12 hours per week availability (work hours may vary each semester). Work performance is evaluated at the end of each semester to determine continued employment.

**RESPONSIBILITIES:**

Academic advising Interns are an integral part of AAP at CSU, Chico. Interns are primarily responsible for advising a variety of Chico State student populations. Primary responsibilities include (but are not limited to):

- Conduct one-on-one advising sessions on various topics to various populations ( i.e. University policies, General Education and Graduation requirements, GPA advising and academic standing Undeclared Students, First Generation College Students, Transfer Students, etc.)
- Assist students in exploring majors/minors
- Navigate and explain University Policies and Procedures
- Provide support in university outreach (i.e. workshops, classroom presentations)
- Serve as the primary public contact of AAP (i.e. front desk operations)
- Support professional advisors with office duties, data collection, and research projects

**QUALIFICATIONS:**

Advising Interns work closely with the entire student population of CSU, Chico in a variety of academic and interpersonal capacities. Applicants for this position should illustrate a strong sense of professionalism, ability to multitask while prioritizing deadlines, and display heightened attention to detail. Candidates for this position must also possess strong communication and interpersonal skills and a desire to learn more about advising students on our campus. Prior advising, counseling, or leadership experience are highly desirable. Applicants should demonstrate compassion, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve. Applicants of all class levels are encouraged to apply. Preference will be given to applicants with a GPA of 2.5 with a minimum of 3 semesters of availability.

**APPLICATIONS:**

Applications are available in October. Visit AAP, SSC 220 or online at [www.csuchico.edu/aap](http://www.csuchico.edu/aap).

**Submission deadline is Monday, October 30th, 2018 by noon.** For questions, please contact Cris Valencia, Lead Academic Advising Intern @ [cvalencia10@csuchico.edu](mailto:cvalencia10@csuchico.edu). **First Round Interviews will take place on Friday, November 2<sup>nd</sup> from 3:30-6pm. More information will be made available.**



# ACADEMIC ADVISING INTERN APPLICATION

Academic Advising Programs  
California State University, Chico  
Student Services Center 220  
Phone: (530) 898-5712

E-mail: [academicadvising@csuchico.edu](mailto:academicadvising@csuchico.edu)  
Visit our web site: <http://www.csuchico.edu/aap>

### Instructions:

- Complete this form
- Attach a copy of your resume
- Attach completed Professional Recommendation form
- Include **typed** responses to the following questions:
  1. Why do you want to be an Advising Intern?
  2. In your opinion, what role does an Academic Advisor play in helping an undergraduate student be successful?
  3. List any relevant University or community activities/leadership experiences and explain how it has helped prepare you for a position with Academic Advising Programs.
  4. What is your experience working with people from culturally, economically, or socially diverse backgrounds? What have you learned from these experiences?
- Optional:** Letters of Recommendation
- Reminder:** Bring a copy of your Spring 2019 schedule to First Round Interviews: Friday, November 3<sup>rd</sup> from 3:30- 6pm
- Submit completed packet to Academic Advising Programs in SSC 220 by: Tuesday, October 30<sup>th</sup>, 2018 @ Noon**

Name: \_\_\_\_\_ Chico State ID #: \_\_\_\_\_

Local Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

(communication regarding this position will be via email)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Class Level: \_\_\_\_\_ GPA: \_\_\_\_\_ Expected Graduation Term: \_\_\_\_\_

I acknowledge that I must participate in a mandatory training during Winter Intercession (January 2<sup>nd</sup> – 18<sup>th</sup>) should I be offered this position. **Initial:** \_\_\_\_\_

Are you available to work summer 2019 (May 17th – Aug 23rd)  Yes  No

Please list the names and phone numbers of three **professional or academic** references (and indicate your relationship with the person).

1. \_\_\_\_\_  
Name Phone Relationship

2. \_\_\_\_\_  
Name Phone Relationship

3. \_\_\_\_\_  
Name Phone Relationship

The Advising Interns represent the University to students and the community so it is mandatory that they be in good academic and disciplinary standing (preference will be given to applicants with a GPA of 2.5 or higher). Do you give Academic Advising Programs permission to access your academic/disciplinary record?  Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Professional Recommendation

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SSC 220

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Name: \_\_\_\_\_

Chico State ID #: \_\_\_\_\_

Dear Faculty/Staff/or Supervisor,

The above student is applying for an Academic Advising Intern position within Academic Advising Programs (<http://www.csuchico.edu/aap>). Your assistance in assessing their suitability for the position is appreciated.

Please complete the form below.

1. How well do you know this student:

Extensive contact.

Well acquainted with student.

Limited contact.

2. In relation to other undergraduates with whom you have worked, please circle the appropriate rating for the categories listed below.

Category	Excellent	Very Good	Average	Below Average	No comment
Academic Investment	4	3	2	1	X
Maturity/Respectful	4	3	2	1	X
Punctual/Dependable	4	3	2	1	X
Adaptability	4	3	2	1	X
Initiative	4	3	2	1	X
Team Player	4	3	2	1	X
Hard Working	4	3	2	1	X
Interpersonal Skills	4	3	2	1	X

**Remarks:** As you see fit, please provide any additional comments. Thank you for your assistance.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_