Position: Paraprofessional Advisor (part-time, 15 – 18 hours per week)  
Intern Advisor (part-time, 15 – 20 hours per week).  
By completing the application, you are applying to both positions. Each position requires a one-year commitment.

Starting Date: Monday, August 26, 2019

All trainings must be attended, no exceptions.

Position Description: PARAPROFESSIONAL ADVISOR - Works with students participating in the EOP First Year Experience program, and also works 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: INTERN ADVISOR – There are two components to this position: an intern piece and a 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)
• 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)
• 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
• Participate in student panels and presentations to large groups
• Facilitate or assist in planning large group activities
• Able to work flexible hours, including some required evenings and weekends
• Other duties as prescribed by your immediate supervisor

Qualifications: Qualifications include:
• By fall 2019, be a junior, senior, or graduate student with a 2.5 GPA or above preferred
• Possess above-average communication skills
• Ability to articulate and disseminate detailed information and speak to large groups
• Have knowledge of EOP’s philosophy and goals
• Ability to relate to EOP students’ needs

Live Scan Required

Compensation: $13.00 per hour

Application Process: Available online at the Career Center job database, Handshake

Additional Requirements: The application must include the following documents:
• Current resume
• Cover letter
• One letter of recommendation, not from EOP staff

Application Deadline: Thursday, March 28, 2019 at 5:00 pm.

Job Contact: Aiko Reed, EOP Advisor, 530-898-6831