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

Position: Paraprofessional Advisor (part-time, 10 – 20 hours per week)
Intern Advisor (part-time, 10 – 20 hours per week)

* Although we are moving forward with hiring, these positions are contingent on the state of campus operations and financial wherewithal in the 2021 - 2022 school year.

By completing the application, you are applying to all positions. Each position requires a one-year commitment.

Important Dates: Training and Work Dates TBD.

Mandatory Trainings: TBD. Trainings must be attended.

Position Description:

PARAPROFESSIONAL ADVISOR – Works with students participating in the EOP First-Year Experience program. 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. Additionally, in cooperation with a staff member, paraprofessionals may develop and facilitate workshops.

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 (once we are back on campus) 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 freshman students (Parapro) or continuing students (Intern)
- Assist in facilitating workshops
- 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 2021, 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: $15.00 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

Application Deadline: Friday, March 26, 2021 at 5:00 pm

Interviews for the position will be conducted by telephone or Zoom. Candidates selected for interviews can anticipate being contacted during the week of April 5th. Interviews will take place between April 12th – 23rd.

Job Contact: Joshuah Whittinghill, EOP Advisor, 530-898-4581