Academic Student Advisor
Academic Advising Center

Old Main 380   360.650.3850   advising@wwu.edu   www.wwu.edu/advising

Position Title: Academic Student Advisor
Wage: $11.50/hour. If needed, on-campus housing in an assigned residence hall can be provided during Transitions and Summerstart programs.

Reports to: Carissa Bane, Co-Coordinator, Academic Advising Center (AAC)
Hours/Week: 30-40 hours/week during summer programs; additional hours offered during scheduled programs during the academic year. Must be available for all program and training dates, some of which occur during weekend and evening hours; must be available for all spring quarter ASA training dates and times, TBD.

Application Process: Applications are available beginning winter quarter via the AAC website at www.wwu.edu/advising and the Student Employment website at www.finaid.wwu.edu/studentjobs/. The position is open until filled; priority deadline is 12pm on Monday, February 5, 2018. Applications received after that will be considered on an on-going basis until the position is filled.

Start date: Training begins spring quarter 2018.

Position Description:
The Academic Advising Center employs motivated student leaders as Academic Student Advisors (ASAs) to assist new students with orientation, academic advising and registration in their transition to the academic, personal, and social aspects of being a student at Western Washington University.

AAC employs a diverse team of dedicated, accountable, resourceful, and enthusiastic student leaders as Academic Student Advisors (ASAs) to welcome and assist new students and families with their transition to Western. During orientation programs, ASAs make important connections with new students and families, share valuable campus and community resources, facilitate group advising information and registration sessions, and work collaboratively with peer and professional staff to create a positive and successful advising and orientation experience in alignment with AAC mission and goals.

ASAs are required to work Transitions, Summerstart and Fall Advising and Orientation. Students who intend to take a 6-week summer class are encouraged to apply and have further discussion with the supervisor around scheduling. In specific situations, AAC may be able to work around certain individual conflicts on a case-by-case basis. Housing during orientation programs is provided, if needed.

Minimum Qualifications:
- Eligibility for summer employment contingent on successful completion of spring quarter training.
- Participate in all scheduled training and program dates listed in Position Responsibilities.
- A student must be in good academic standing by the start of the position (April), selection of applicants does take into account current GPA. Most successful applicants have a cumulative GPA of a 2.5 or above.
- Completion of at least one quarter at WWU and at least 25 college level credits (may include: AP, IB, Running Start, College in the High School or transfer credit) prior to Spring 2017.
- Must intend to enroll in classes on main campus during Fall Quarter 2018.
- Candidates must have strong interpersonal communication and public speaking skills.
- Candidates must be able to work independently and with groups with a responsible, self-motivated and proactive work ethic.
- Candidates must be detail oriented and conscientious about providing accurate information.
- Strong leadership, communication, presentation and customer service skills.
- Commitment to serving students, families, staff and community members.
- Positive representation of WWU at all times.
- Be punctual, reliable and professional in the performance of all responsibilities.
- Positive attitude, work ethic and energy throughout all program activities.
- Undergraduate student employment opportunity only.
Position Responsibilities:

- Participate in a variety of program assignments including material preparation, greeting and directing participants, program check-in, panel discussions, evening activities, and other duties as assigned.
- Must adhere to and promote all WWU, Washington State and Federal laws and policies.
- Must act and work in accordance with WWU and AAC mission and goals.
- Serve as a positive role model and representative of WWU at all times.
- Deliver advising and registration presentations to groups of new students during Transitions, Summerstart and Fall Orientation.
- Help new students to understand Western’s graduation requirements, specifically the General University Requirements (GURs) and their individualized student academic history reports.
- Help new students identify their English and math course placement based on available testing information, transfer courses and major interests.
- Assist new students in their development of class schedules that fit their individual needs, using advisor approved schedule guidelines.
- Assist new students to utilize registration resources and successfully register for their first quarter classes.
- Assist new students in reviewing their Transfer Equivalency Report, developing class schedules and registering for classes during orientation programs.
- Assist new students and parents with registration preparation during open lab hours.
- Model a positive faculty/student relationship by assisting faculty with academic advising sessions.
- Work closely in collaboration with the NSSFO Orientation Student Advisor (OSA) team and with other WWU staff members to welcome new students and their families, taking initiative to help where needed or assigned.

Benefits:

- Develop skills as a student leader and be part of the larger orientation team.
- Strengthen communication skills and gain experience in presenting information to small groups.
- Enhance your interpersonal skills through working one-on-one with students.
- Expand your knowledge of academic programs, policies, procedures, and services.

Timeline of Training and Program Dates

All dates are mandatory and essential to the Academic Student Advisor experience. Additional mandatory program activities may be scheduled, students who intend to take a 6-week summer class are encouraged to apply and have further discussion with the supervisor about scheduling. In specific situations, AAC may be able to work around certain individual conflicts on a case-by-case basis. If any of the below dates present a problem for you, please contact Carissa Bane for further discussion.

<table>
<thead>
<tr>
<th>ACTIVITY / EVENT</th>
<th>DATES (anticipated, subject to change)</th>
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<tbody>
<tr>
<td>Priority Deadline for Applications</td>
<td>Monday, February 5, 2018 at 12pm</td>
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<tr>
<td>(Online process; position open until filled)</td>
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<tr>
<td>Group Interviews</td>
<td>Begin the week of February 12, 2018</td>
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<tr>
<td>Individual Interviews</td>
<td>Begin around the week of February 20, 2018</td>
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<td>Spring Training Begins</td>
<td>April 3 – June 15, 2.5 hours/week</td>
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<tr>
<td>Transitions Training</td>
<td>Monday, July 23 – Tuesday, July 24 2018</td>
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<td>Transitions - Transfer Student Orientation</td>
<td>Thursday, July 26, 2018</td>
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<td>Program Dates 2018</td>
<td>Friday, July 27, 2018</td>
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<td>Monday, July 30, 2018</td>
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<tr>
<td>Summerstart Training</td>
<td>Friday, August 3, 2018</td>
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<td>Summerstart – Freshmen Student</td>
<td>August 6 – 23, 2018 (no programs on Aug. 12 or 19)</td>
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<td>Orientation Program Dates 2018</td>
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<td>Fall Advising &amp; Orientation</td>
<td>September 24, 2018</td>
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For more information, please contact Academic Advising Center at (360) 650-3850 or advising@wwu.edu.