Position Title: Academic Student Advisor

Position Classification: Peer Advisor 1

Wage: $12.00/hour. If needed, on-campus housing in an assigned residence hall can be provided during summer programs.

Reports to: Carissa Bane, Co-Coordinator, Academic Advising Center (AAC), Carissa.Bane@wwu.edu

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 4, 2019. Applications received after that will be considered on an on-going basis until the position is filled.

Start date: Training begins spring quarter 2019.

Position Description:

The Academic Advising Center (AAC) 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.

The 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 during training dates in spring quarter as well as training and program dates for orientation programs occurring in July, August, and September. 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 below in Position Responsibilities.
- A student must be an undergraduate in good academic standing (min. WWU GPA of 2.0) 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 2019.
- Must intend to enroll in classes on main campus during Fall Quarter 2019.
- 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.
Position Responsibilities:

- Participate in a variety of program assignments including material preparation, greeting and directing participants and families, program check-in, assisting new students and families during drop-in labs, 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, serving as a positive role model and representative 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.
- Deliver advising and registration presentations to groups of new students during orientation programs.
- Help new students to review transfer credit and understand Western’s graduation requirements, specifically the General University Requirements (GURs).
- Help new students identify their math course placement based on available testing information, transfer courses and major interests.
- Assist new students in development of class schedules, utilization of registration resources, and successfully register for their first quarter classes.
- Model a positive faculty/staff to student relationship by assisting faculty/staff 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 4, 2019 at 12pm</td>
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<td>(Online process; position open until filled)</td>
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<tr>
<td>Group Interviews</td>
<td>Begin around the week of February 11, 2019</td>
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<tr>
<td>Individual Interviews</td>
<td>Begin around the week of February 25, 2019</td>
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<td>Spring Training Begins</td>
<td>April 2 – June 14, 3 hours/week</td>
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<td>Transitions Training</td>
<td>Monday, July 22 – Wednesday, July 24, 2019</td>
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<td>Transitions - Transfer Student Orientation Program Dates 2019</td>
<td>Thursday, July 25, 2019</td>
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<td>Friday, July 26, 2019</td>
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<td>Monday, July 29, 2019</td>
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<td>*Fall Advising &amp; Orientation Training</td>
<td>Tuesday, July 30 – Friday, August 2, 2019</td>
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<td>*Fall Advising &amp; Orientation Program (August Session) – First-Year Orientation Program</td>
<td>August 5 – 22, 2019 (no programs on Aug. 11 or 18)</td>
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<td>Fall Advising &amp; Orientation (September Session) – First-Year Orientation Program</td>
<td>Sunday, Sept. 22 - Monday, Sept. 23, 2019</td>
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*Beginning summer 2019, Summerstart will now be referred to as Fall Advising & Orientation with 8 sessions occurring in August and a 9th session being held in September.

For more information, please contact Academic Advising Center at (360) 650-3850 or Carissa.Bane@wwu.edu.