Advisement & Registration 2016
Student Advisor Job Description

As a Student Advisor, you will be trained to work as a team member with other Student Advisors, the Office for Students in Transition staff, collegiate advising staff, and faculty members during the Advisement & Registration Program for incoming first year and transfer students.

Duties:
A Student Advisor’s responsibilities include:

• Providing leadership and direction for a group of 4 – 6 incoming students.
• Facilitating conversations and interactions within the small group.
• Providing assistance with the course registration process, including navigation of the web registration system.
• Being bold and friendly.
• Talking about and reinforcing messages of academic expectations and engagement strategies.
• Working well with all Advisement & Registration staff.
• Answering questions and demonstrating the use of the class schedule and online resources.
• Assisting students in obtaining their UCard, acting as a parent panelist when requested, and giving short tours.
• Showing up for the times they are scheduled in their A&R shirt, ready to go.

Qualifications:
The Student Advisor must:

• Have attended UMD for a full year and be a full-time undergraduate student.
• Have a UMD grade point average of 2.5 or above.
• Demonstrate good work ethic, enthusiasm, and sensitivity to students who face many new experiences.

(Qualifications continue on the next page)
Qualifications cont’d:
The student Advisor must:

- Demonstrate a desire to develop transferable skills while helping new students with their transition into the university community.
- **Be available for training.**
- **Be available for 5-8 hours on a majority of the following days (between 7:30am and 3pm):**
  - May 25-26
  - June 1-2
  - June 6-10
  - June 13-16
  - June 20-24
  - July 7
  - August 8-9
- Take their responsibility seriously and show up for the times they are scheduled.

Note: This is a REAL job. We are paying you to do it. Students who get hired and do not take the position seriously may be fired. However, this is a rare occurrence. As long as you approach the program with respect, we are more than happy to have you!

**Compensation:**
This position provides a terrific opportunity for leadership development and professional growth.

- Student Advisors are paid $9.00/hour
- Student Advisors are eligible for additional work opportunities throughout the school year on SIT projects.
- Excellent work experience for your resume
- Student Advisors gain the great satisfaction of setting the welcoming, inclusive feeling for incoming students! You will gain valuable work experience for future employment.

This position is offered through the Office for Students in Transition located in 42 Solon Campus Center. If you have any questions, please email sit-info@d.umn.edu or call 218-726-6393.