Advisement & Registration 2015
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 process.
• 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.

Qualifications:
The Student Advisor must:
• Be available for training sessions in June, July, and August.
• 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 continued on next page)
• Demonstrate a desire to develop transferable skills while helping new students with their transition into the university community.

• **You MUST be available for training**

• **You MUST be available for 5-7 hours for a majority of the following days (between 7am and 2pm):**
  - June 2\textsuperscript{nd} – 3\textsuperscript{rd}
  - June 8\textsuperscript{th} – 12\textsuperscript{th}
  - June 15\textsuperscript{th} – 19\textsuperscript{th}
  - June 22\textsuperscript{nd} – 26\textsuperscript{th}
  - July 8\textsuperscript{th} – 9\textsuperscript{th}
  - August 10\textsuperscript{th} – 12\textsuperscript{th}
  - Hiring preference given to those who can also work on **July 13\textsuperscript{th} – 17\textsuperscript{th}** if they are deemed necessary by the collegiate units to offer additional A&R.

**Compensation**

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

• Student Advisors are paid $8.00/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 if 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*