Office for Students in Transition
Advisement & Registration Student Advisor -- Job Description

Completed applications for returning employees are due on Monday, March 13th at 12:00pm. Completed applications for new employees are due on Monday, April 10th at 12:00pm.

As a Student Advisor, you will work as a team member with other Student Advisors, the Office for Students in Transition (SIT) staff, collegiate advising staff, and faculty members during the Advisement & Registration (A&R) program for incoming first-year and transfer students. The student advisor position is a key element in creating a successful orientation experience for incoming students. The responsibilities and expectations are listed below.

Responsibilities

- **Program Implementation**
  - Providing leadership and direction for a group of 4 – 6 incoming students.
  - Coaching incoming students through the registration process and providing assistance with APAS, course and major catalogs, and navigation of the web registration system.
  - Being present and available during all scheduled A&R shifts.
  - Assisting SIT in various roles needed for each day (check-in, parking lot attendants, lunch buddies, group movers, etc.).
  - Discussing and reinforcing messages of academic expectations and engagement strategies.
  - Answering questions and demonstrating the use of the class schedule and online resources.

- **Community Development and Educational Enrichment**
  - Facilitating conversations and interactions within the small group.
  - Developing a welcoming atmosphere and promoting social interaction.
  - Treating all incoming students and families with respect, including an appreciation for individual differences.
  - Providing excellent customer service to incoming students and families.
  - Representing the Office for Students in Transition and the University of Minnesota Duluth.
  - Setting the tone for UMD and creating excitement about becoming a Bulldog!

- **Student Leadership Challenge**
  - Learning and participating in the first level of training for the Student Leadership Challenge model.

- **Other Duties as Assigned**

Qualifications

- Be a full-time UMD undergraduate student in good academic standing.
- Have attended UMD as a full-time, degree-seeking student for at least two (2) semesters.
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences.
- Demonstrated effective team work, communication, and conflict resolution.
- Responsibility for taking the job seriously and showing up for scheduled shifts.
- Be available for trainings and A&R program sessions.
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Time Commitment & Training

- Attendance at training: April 30th
  - Time commitment: Approximately 2 hours
- Attendance at training: May 17th & 18th
  - Time commitment: Approximately 8 hours per day
- Attendance at A&R dates: May 22nd – 26th; June 2nd; June 5th – 9th; June 12th – 14th; June 19th – 23; June 26th – 30th; July 11th; August 7th – 9th; August 14th; & August 17th
  - Time commitment: Approximately 3-8 hours per day (depending on the amount of spots assisting throughout the day)

This position requires commitment because, without it, A&R can suffer some very BIG consequences. For example: Not showing up for your shifts (without just cause) hinders the experience we are trying to create for incoming students and could influence their decision about attending UMD. When your shift is not covered, we are down in the amount of assistance, conversation, and attention we can provide to any individual or small group of students. How a student perceives this gap can determine whether or not they feel UMD will be a welcoming place for them. Students who get hired and do not take the position seriously may be fired. However, this is a rare occurrence. Please approach the program with respect.

Compensation

- $9.50/hour of their work.
- Valuable work experience for resume and future employment.
- Eligibility for additional work opportunities throughout the school year on SIT projects.

Reports To

- Advisement & Registration Program Coordinator (Direct Supervisor)
- Can take direction from any SIT professional staff member and collegiate advising staff
  - During Advisement & Registration sessions, many SIT professional staff work together to ensure the program is successful. It is important to note that Student Advisors may be given specific responsibilities from the SIT Operation Systems Assistant, Transfer Student Coordinator, and/or Director, in addition to the Program Coordinator, during these sessions.

Questions

- Contact Emily Borra at 218-726-8863 and/or ekborra@d.umn.edu for more information