Completed Applications are due on Monday, November 27, 2017

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

Responsibilities

- **Registration Assistance**
  - Providing leadership and direction for a group of 4 – 6 incoming students.
  - Displaying expertise in various MyU and registration software systems to ensure students are having a successful registration experience.
  - 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 shifts.
  - 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**
  - 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 & the University of Minnesota Duluth positively.
  - 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 Orientation program sessions.
Office for Students in Transition
Student Advisor -- Job Description

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Time Commitment & Training
- Attendance at training: TBD
- Attendance at A&R dates: December 15th and January 5th

This position requires commitment because, without it, Orientation 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 work
- Valuable work experience for resume and future employment
- Eligibility for additional work opportunities throughout the school year on SIT projects

Reports To
- Program Coordinator (Direct Supervisor)
- Can take direction from any SIT professional staff member and collegiate advising staff
  - During Orientation 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 Transfer Student Coordinator and/or Director during these sessions.

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