



First Year Advising and Exploration

UNIVERSITY OF CENTRAL FLORIDA

Summer Advisor: Practicum and Job Opportunity Academic Advising and Orientation

Position Description: Summer Advisor

The office of First Year Advising and Exploration (FYAE) at the University of Central Florida provides academic advisement at orientation for over 6,000 first-time-in-college students each summer. The FYAE office hires graduate students to work with the freshman orientation program, specifically with academic advising. Summer advisors will assist during “day 2” of the orientation program which focuses on schedule planning, course selection, and registration. Responsibilities of a summer advisor will include, but are not limited to:

- Presenting on academic policies and procedures and major-specific requirements
- Identifying appropriate course work as related to a student’s major, interests and abilities
- Assisting students in the online registration process for their summer and/or fall classes

Summer advisors work as part of an orientation “advising team” that is led by an academic advisor and includes the summer advisor and 2-3 undergraduate students from the Orientation Team and Honors Peer Advising Team.

Note: There will also be a few positions in FYAE that are more administrative in nature. This administrative work could include management of orientation lists, prepping orientation materials, and communicating with students and FYAE staff via email and phone. If you have interest in these responsibilities, please indicate so on your application. Candidates considering these positions (or additional hours beyond the traditional Summer Advisor role) should have strengths in critical thinking, problem solving and sound judgment, organization, planning, skilled use of Microsoft Excel, and be comfortable communicating over the phone. Hours and schedule will vary with these positions.

Qualifications and Preferences

Applicants must currently be pursuing graduate course work. Preference will be given to applicants seeking practicum credit through the Educational Leadership: Higher Education/Student Personnel, MA.

The ideal candidate will possess the following skills:

- Professionalism, Punctuality and Patience
- Public Speaking, Teamwork and Initiative
- Discretion as it relates to privacy and student confidentiality

General Information

Summer Advisors will assist with 16 orientations on the following dates:

May: 22, 24, 30 *** **June:** 1, 5, 8, 12, 14, 19, 21, 27 *** **July:** 10, 12, 17, 19 *** **August:** 16

Work hours on orientation days are 8:30am-4:00pm with a 1-hour lunch break.

Total Time Commitment (Orientation Days + Training): Approx. 120 hours across Summer 2018

Positions Available: 14-16

Candidates may apply for this opportunity for practicum credit as part of the Educational Leadership: Higher Education/Student Personnel, M.A. or as a paid summer job. (See compensation details on next page)

Mandatory Training

Summer advisors will be expected to attend an informational meeting that will be scheduled at the **beginning of April**. Intensive training will occur in May, prior to the start of orientations. **Training will be scheduled on May 14, May 15, and May 16. It is important that attendance occurs on all 3 days of training.** Training will also include online components.

Supervision

The summer advising program is under the direct supervision of **Rachel Suarez**, who coordinates the recruitment, selection and training of summer advisors. However, summer advisors will also have a supervisory relationship with the academic advisor they work with as part of the orientation advising team.

Compensation

Higher Education/Student Personnel, M.A. Practicum Opportunity: Practicum Credit

Summer Job Opportunity: OPS Hourly- \$10/hour

Application Timeline and Requirements

Application materials (Application including Cover Letter and Resume) are due by **5pm on Friday February 16, 2018**

Interviews will occur from February 26 to March 6

Position offers will be made by March 9, 2018

Applications can be accessed and submitted at:

http://ucf.qualtrics.com/jfe/form/SV_cZ4voU9Wn9znS2V

Application will require you to list 2 professional references and upload a cover letter and resume.
(PDF or Word documents only)

Contact Information

Rachel Suarez

Coordinator I, Academic Advising Services

First Year Advising and Exploration

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