The University Exploration & Advising Center (UEAC) is looking for graduate interns to serve as academic advisors during CU Boulder’s New Student Welcome. The UEAC is a first-year advising unit of 14 academic advisors and coaches serving 2,000+ students. UEAC students are exploring their major and career interests and/or are working toward admission to a competitive major, ex. Engineering, Business, etc. Graduate interns will be tasked with completing outreach and individual appointments with their assigned caseload, as well as coordinating and executing group advising/presentations for all incoming UEAC students.

RESPONSIBILITIES:
- Provide essential advising information to new UEAC first-year students during New Student Welcome.
  - Act as an informed resource for students regarding matters related to fall registration, transition from high school to college, major/career exploration, student support resources, etc.
  - Individual advising in person or via phone or Zoom (similar to Skype).
  - Coordinate and present online group advising sessions.
  - Maintain accurate records of interactions with students.
  - Respond to emails from students, parents, etc.
- Contribute to UEAC student success initiatives.
- Collaborate as a member of the UEAC team and with colleagues across campus.
- Attend training, bi-weekly staff meetings, and professional development opportunities.

INTERNSHIP PERIOD: 6/3/19 – 8/2/19; 40 hours/week

SUGGESTED LEARNING OUTCOMES:
- Graduate interns will:
  - Be able to cultivate positive advising relationships with their students.
  - Develop knowledge of major/minor/certificate curricula, Intra-University Transfer requirements, and office and University policies and procedures.
  - Support students in their transition to campus.
  - Be able to assess students’ needs and make appropriate referrals and suggestions.
  - Understand their role as an advisor in students’ decision-making process.
  - Demonstrate knowledge and application of Student Development Theory.

QUALIFICATIONS: Required: Bachelor’s degree completed. Preferred: Masters or doctorate in progress in a field related to higher education. Self-motivated, willing to learn, and ask questions. Strong written and verbal communication skills. Experience managing student success initiatives in a higher education setting. Excellent problem-solving and critical thinking skills, as well as flexibility in meeting institutional and program needs. Outstanding organizational skills and ability to handle competing priorities.

REMUNERATION: $12.50/hour (approx. $4,500 total), housing (single room; studio style with kitchen and attached bath), EcoPass (train & bus public transportation), and Recreation Center pass.

APPLICATION: Apply by January 8, 2019 for priority consideration. Please send a resume and cover letter to Miki Brooks at miki.brooks@colorado.edu.

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply.