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Academic Advising Intern

Department: Academic Affairs

Title of Internship: Academic Advising Intern

Preferred Background or Skills:

1. Knowledge of academic affairs
2. Experience with liberal arts education
3. Work/academic experience post undergrad graduation
4. Excellent interpersonal and written communication skills, including public speaking
5. Skill in multi-tasking and working well independently
6. Knowledge of computer applications, including internet, word processing, and databases
7. Ability to provide leadership and direction
8. Classroom teaching and/or college student mentoring experience preferred

Mission Statement:

Academic Advising at Baldwin Wallace University is a developmental process of faculty advisors teaching students to strategize, plan and critique decisions related to their educational, career and personal goals. Through your advising relationships, you will learn how to utilize resources and tools to make effective, self-directed decisions. While advising is a collaborative effort, the ultimate responsibility for making decisions rests with the individual student.

Academic Advising for undergraduate day students is provided by faculty and coordinated by the staff of the Office of Academic Advising, located in 102 Bonds Hall. Every student who has declared a major will be advised by a faculty member in that department or division. Major-undecided students are assigned to a faculty advisor in their academic area of interest or to a faculty advisor who works with undecided students.

Position Description:

This is a 20 hour per week internship. The Academic Advising Intern will focus on undergraduate, day student advising, registration education, and the education and assistant oversight of undergraduate student Advising Peer Mentors. The intern’s specific responsibilities will build on his/her experience, skills, and professional aspirations. The intern will assist the Advising Director and Assistant, and interact with students, parents, faculty advisors, staff, and administrators.

Major Internship Responsibilities:

* Assist in presenting advising and registration information to First-Year Experience transition-to-BW classes
* Assist in presenting the “Graduation Plan Training” sessions for all new transfers and freshman
* Assist in the education and oversight of the approximately 10 junior and senior Peer-Mentors (COL-499)
* Update student records through proficient use of Datatel
* Successfully advise students regarding core and major/minor requirements
* Contribute to other Advising projects as needed

Special Hours:

May require (very few) evening and/or weekend hours for advising events

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

None