



Leadership in Higher Education

Academic Advising Intern

Department: Academic Advising

Title of Internship: Academic Advising Intern

Position Description:

This is a 10 hour per week internship. The other 10 hours will be completed in the Registration and Records Internship. The Academic Advising Intern will focus on undergraduate, day student advising and registration education. 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:

1. Assist in creating and introducing the B-W Student Advising Handbook.
2. Assist in presenting advising and registration information to COL 101 classes.
3. Assist in developing and presenting an "Intro to WebExpress and Registration" process for Freshman.
4. Update student records through proficient use of Datatel.
5. Successfully advise students regarding core and major/minor requirements.
6. Contribute to other Advising projects as needed.

Preferred Background or Skills:

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

Special Hours:

May require (very few) evening or Saturday hours for Advising.

Special Considerations, Required Travel or Unusual Tasks (that might require physical exertion, for example): None