Graduate Intern for Undergraduate Advising Services  
Undergraduate Studies and Programming  
School of Management (SOM)

Reporting to the Assistant Dean of Undergraduate Studies, the Graduate Intern for Undergraduate Advising Services will contribute to the short and long term goals of the Undergraduate Studies division and its programs. Working within the new advising services component of the Undergraduate Studies division, the intern will assist with the development and implementation of advising services primarily for Freshmen and Sophomores. Specifically, the intern will provide advising support to the SOM undergraduate student population and coordinate efforts to actively engage students towards specific milestones and degree completion progress. The intern will work as part of a team of peer mentors, adjunct faculty advisors, and administrative staff to deliver quality advising services and help build a new culture of advising for our School.

Responsibilities

Advising Services
- Assist with advising Freshmen and Sophomores
- May assist with advising related to Juniors and Seniors
- Assist with the development of online/web-based advising services (including Webtrack)
- Attend and provide advising/administrative support at SOM meetings and events
- Serve as an advisor for all new and current Freshmen and Sophomores within the School
- Build relationships with students and centralized University offices/departments to deliver quality services to students
- Establish professional relationships and best practices with Student Peer Mentors
- Ensure the compliance of all Federal, State, and University policies/laws related to advising services

Administration
- Assist with the creation of advising related materials and resources for students and faculty
- Coordinate Student Peer Mentor and Adjunct Faculty advising schedules
- Develop programming related to advising and training
- Facilitate Peer Mentor training and track mentor progress in the program
- Coordinate logistics for group advising sessions
- Coordinate Webtrack initiatives for the School

Undergraduate Studies Program Support
- Support for the Undergraduate Studies division, including Introduction to your School at Orientation, BSM Orientation, McLaren FARE, Peer Mentor Program, Drop-in advising, and group advising programming
- Participate in division activities including meetings, retreats, staff development, and related events, as schedule permits
- Other duties as assigned
Professional Competencies
Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

*Organizational and Human Resources (OHR)*
Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

*Leadership (LEAD)*
Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

*Advising and Support (A/S)*
Providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that take into account self-knowledge and the needs of others, we play critical roles in advancing the holistic wellness of ourselves, our students, and our colleagues.

A complete list of competencies can be found at www.naspa.org or www.myacpa.org.

**Qualifications**
Enrollment in Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of student advising, leadership development, and event planning. Applicant must have a solid understanding of advising services and programming, as well as strong administrative skills. Self-starter attitude, team player, and ability to complete multiple tasks in a timely matter would be ideal traits in a successful candidate. Proficiency with Microsoft Word, Excel, Publisher, and PowerPoint required. Proficiency in Banner/Degree Works, Adobe Suite, and Drupal preferred.

**Time Commitment and Compensation**
A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

**Hiring Manager**
Francisco Gamez, Ed.D. – Assistant Dean of Undergraduate Studies, School of Management

**Application Procedure**
Visit [https://myusf.usfca.edu/student-life/graduate-internships](https://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply.