As a Lead Student Advisor, you will be trained to work as a leader of Student Advisors and be an integral part of the Advisement & Registration (A&R) team. Specifically, the Lead Student Advisors will work with the Advisement & Registration intern to implement the orientation component of the A&R program and being an ambassador for the Student Advisors during the academic advising and course registration component of the day. There are 5 Lead Student Advisor positions available – 1 from each collegiate unit.

You will help with Student Advisor selection, planning training, leading activities and presentations for all incoming students, assisting Student Advisors in connecting to their tables of students, and being a significant presence in multiple capacities throughout the A&R day. While you will not work directly with incoming students during course registration, you will have a high level of interaction with incoming students, campus partners, parents, and SIT staff. The responsibilities and expectations are listed below.

Responsibilities

- **Program Implementation & Community Enrichment**
  - Facilitating and leading large group activities and presentations to incoming students. This can include leading team-builders, ice-breakers, and presentations on campus life.
  - Providing leadership and coaching for 10-20 Student Advisors during program days. This includes any assistance with technology difficulties, scheduling problems, and/or lack of group engagement.
  - Serving as an ambassador between the collegiate units and campus partners during program days.
  - Encouraging connections between incoming students in small and large group settings.
  - Developing a welcoming atmosphere and promoting social interaction.
  - Treating all incoming students and families with respect, including an appreciation for individual differences.

- **Student Staff Coaching**
  - Assisting in the selection of Student Advisors.
  - Assisting in the planning and execution of training for Student Advisors.
  - Acting as role models to your peers and as a liaison for the Office for Students in Transition.
  - Assisting with leading weekly staff meetings.
  - Meeting with Student Advisors to share successes and discuss strategies for improvement.

- **Student Leadership Challenge**
  - Learning & participating in the second level of training for the Student Leadership Challenge model.
  - Assisting in teaching the first level of training for the Student Leadership Challenge model to Student Advisors.

- **Other Duties as Assigned**
Qualifications

- Have served as a Student Advisor for at least 1 program cycle, but preferably 2 cycles (ex: Fall 2016 & Spring 2017).
- Be a full-time UMD undergraduate student in good academic standing.
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences.
- Demonstrated effective team work, communication, and conflict resolution.
- Be available for staff meetings, trainings, and A&R program sessions.
- Be available for Student Advisor interviews: April 17th – 21st

Time Commitment & Training

- Attendance at weekly staff meetings: starting in April
  - Time commitment: Approximately 2 hours/week
- Attendance at all-staff training: April 30th
  - Time commitment: Approximately 2 hours
- Attendance at training: May 15th – 18th
  - Time commitment: Approximately 8 hours per day
- Attendance at all A&R dates: May 22nd – 26th; June 2nd; June 5th – 9th; June 12th – 14th; June 19th – 23rd; June 26th – 30th; July 11th; August 7th – 9th; August 14th; & August 17th
  - Time commitment: Approximately 6 hours per day

Compensation

- $9.75/hour of their work.
- Valuable work experience for resume and future employment.
- Eligibility for additional work opportunities throughout the school year on SIT projects.

Reports To

- Advisement & Registration Student Intern, Bethany Carroll, (Direct Supervisor) and Advisement & Registration Program Coordinator, Emily Borra (Secondary Supervisor)
- Can take direction from any SIT professional staff member and collegiate advising staff
  - During Advisement & Registration sessions, many SIT professional staff work together to ensure the program is successful. It is important to note that Student Advisors may be given specific responsibilities from the SIT Operation Systems Assistant, Transfer Student Coordinator, and/or Director, in addition to the Program Coordinator, during these sessions.

Questions

- Contact Emily Borra at 218-726-8863 and/or ekborra@d.umn.edu for more information