



**Educational Opportunity Program
San Jose State University
Academic Advisor Internship**

EOP is committed to supporting first-generation, low income students through innovative outreach and retention programs that encourage them to persist towards the goal of a university degree. EOP interns will be assigned to work with an EOP Academic Advisor to assist with providing academic advising, workshops, and support for EOP students. Under the supervision of an EOP Academic Advisor, the intern will be trained to provide individual academic advising to EOP students and assist with transitional programs. There may be opportunities to work on special projects that further enhance the intern's area of concentration.

Qualifications:

- Graduate student in counseling, psychology, or education programs preferred
- Previous experience working with students, advising or retention preferred
- Understanding and demonstration of multicultural competence
- Previous experience in designing and facilitating workshops preferred
- Must possess strong oral and written communication skills
- Ability to perform in a detail-oriented, fast paced, team environment
- Working knowledge of software applications and using technology
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty

Responsibilities:

- Assist with educational counseling and intervention to individual students experiencing personal, academic, career, or other developmental difficulties
- Prepare case notes based on all students seen
- Co-facilitate (1st semester) and facilitate (2nd semester) student workshops
- Participate in EOP outreach activities

Commitment and Training:

This internship is a two semester commitment. Interns must be available to work 10-15 hours/week. The interns will receive ongoing supervision and training from their assigned EOP Academic Advisor. Interns must receive academic credit for their internship hours.

Compensation:

- Competitive Hourly salary
- Access to professional development opportunities
- May be used for supervised experience hours, pending approval

Application Process:

Please submit a cover letter, resume with references, and two letters of recommendation to: Debra Y. Griffith, EOP Director, Educational Opportunity Program, One Washington Square, San Jose, CA 95192-0033 or Debra.Griffith@sjsu.edu.



EOP Academic Advisor Internship Application

Applicant Information

Please fill out the following information and turn in no later than Friday, June 17, 2011 before 4:30pm. This application can be found online at www.sjsu.edu/eop. Please clearly print all information requested and answer each question. Please attach your cover letter, resume, and two letters of recommendation to this application.

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *Zip Code*

Home Phone: () _____ Email: _____

Gender: _____ SJSU ID Number: _____

SJSU Major: _____ SJSU GPA _____

If hired will you also work elsewhere during the semester? Yes No

If "yes," how many hours per week?

Have you had any previous academic advising experience (paid or voluntary)? Yes No

If "yes," please describe:

References

Please provide two references:

SJSU faculty reference (Name and Phone Number): _____

Reference #2 (Name and Phone Number): _____