



Fall 2016 Student Success Advisor Intern Position

Internship Summary:

Under the general supervision of the Student Success Coordinator, the Student Success Advisor Intern will assist the center by academically coaching and monitoring the progress of approximately 20-40 undergraduate students, with a particular focus on “at-risk” student populations; this includes students on academic probation and students identified through an Early Alert system. In addition, other duties assigned can include assisting the career counselor with student appointments and reviewing resumes.

Duration of internship: Fall 2016 semester with a possible extension through Spring 2017.

*****Application due: Friday, May 6*****

Duties Include:

- Academically coach and monitor the progress of approximately 20-40 students on academic probation
- Assist students with developing academic and personal goals for the semester. Help students understand their challenges and strengths as a student
- Facilitate at least 1 academic success workshop for new and continuing students
- Communicate closely with academic advisors and professors of students who are academically “at-risk”

Minimum Qualifications:

- Currently enrolled in a Master’s program in Counseling or Social Work
- Experience working with diverse student populations
- Excellent interpersonal communication skills

Other Important Information:

- Attend weekly 1:1 supervision meetings
- Work at least 10-20 hours per week

Application Documents:

- Resume
- Cover Letter
- 2 professional references (name, phone number, and e-mail)

For more information or to send application documents, e-mail Jihan Ejan at jejan@csumb.edu