

Southern Connecticut State University
New Student Orientation Advisor
Summer 2024

Duties and Responsibilities: The New Student Orientation (NSO) Advisors assist the Department of Academic Advising with the registration of all incoming first year students. The philosophy of advising at NSO is to engage students in a co-building process for their schedules that leads them to selecting the correct classes to start them on track, at days and times that they prefer. This co-building process happens during the orientation sessions in the summer.

Specific Responsibilities include, but are not limited to the following:

- Meet with students 1-1 to co-build their schedules in a 30-minute advising session.
- Utilize Banner and Schedule Planner to help students register for classes.
- Assess a student's academic situation to help them identify the most appropriate classes for their first semester. This includes, but is not limited to, accounting for AP course credits, Early College credit, major changes, English and Math placements, athletics schedules, and other outside responsibilities impacting their schedule.
- Understand special opportunities for first semester students, including Learning Communities, Living Learning Communities, Summer Institute, MAT 100P pilot options, and Multilingual English classes.

Persons seeking this position must have the following qualifications:

- Available for all New Student Orientation Sessions (Timing of advising during the sessions is still TBD, but will be within 9-4:30 on each of the days):
 - June 12-13
 - June 17-18
 - June 20-21
 - June 23-24 (note June 23rd is a Sunday)
 - June 26-27
 - July 24-25
- Available for a 1-hour meeting with Academic Advising to go over system logistics (schedule planner, course recommendations, etc.), day and time to be arranged based on schedule.
- Available for a whole group training on June 6th from 10-2.
- Comfortable meeting with and assisting students from any major.
- Solid knowledge of Southern's advising tools including Schedule Planner, Degree Evaluation, and Navigate.
- Strong Knowledge of Southern's LEP requirements and understanding of how they can intersect with major requirements and cognates.

Application and Selection Process: Persons interested in seeking the position should fill out the following application: <https://forms.office.com/r/v1fc32e3i2> Applications are due by **Wednesday, April 17th**. The Department of Academic Advising will review applications and follow up with any interviews or conversations.

Compensation: The compensation for this position is one credit hour for Summer Session A paid at the applicant's credit rate.