



San José State UNIVERSITY

College of Science Advising Center (COSAC)

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February 16, 2009

BIOLOGY ADVISING INTERN OPPORTUNITY IN COLLEGE OF SCIENCE ADVISING CENTER (COSAC)

Job Summary:

The College of Science Advising Center (COSAC) Biology Academic Advising Intern will serve as a member of the professional counseling team. The intern will advise academic probation, students majoring in all concentrations of Biology by providing information about probation and disqualification, articulation, and academic policies. The advisor will also provide suggestions on course selection in partnership with the Biology department. In addition, the intern will be responsible for coordinating outreach activities to local community colleges. This internship is designed as a hands-on application of academic counseling activities. Under the supervision of the College of Science Associate Dean, the intern will assume counseling responsibilities which include career and major advising, workshop delivery, and resource development.

Qualifications:

- Ability to collaborate and work on a team which includes counselors, faculty, staff, prospective students and their families, and campus administrators.
- Must have an interest in working with Biology students and the academic probation student population.
- Must have strong research skills and interest in developing exploration tools targeted at improving the success of Biology probation students.
- Strong verbal, written, and presentation skills.
- First-year masters-level students working towards a graduate degree in career counseling, college counseling, psychology, or a related field preferred.
- A background in a science field is highly desired.

Responsibilities (include, but are not limited to):

- Advise students or prospective students regarding SJSU, College of Science and degree requirements and policies. Topics will include understanding degree requirements, general education requirements, course articulation, probation, and disqualification.
- Provide support to students via drop-in office hours, advising appointments, and workshops.
- Support College of Science advising sessions during Summer Orientations, Transfer Information Programs, and community college outreach programs.
- Coordinate outreach activities with local community colleges.
- Learn and provide information to students about other SJSU resources that can aid in student success. Examples include available tutoring, workshops for study skills, time management, stress management, personal counseling, and the career center.

Commitment:

This internship is a commitment starting Spring 2009 and ending at the end of Summer 2010. Interns must be available to work 16 to 20 hours per week.

Compensation:

- Competitive hourly salary
- Access to professional development opportunities
- Hours may be used to fulfill academic credit towards a supervised internship (pending approval)

Application Process:

Please submit cover letter and resume to:

Ann Baldwin, Office Manager
Ann.Baldwin@sjsu.edu, 408-924-5184

Application deadline: We will begin to review applications on March 6, 2009 and will continue this review until the position is filled.

