



San José State
UNIVERSITY

**College of Science Advising
Center (COSAC)**

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The California State University:
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February 16, 2009

**COMPUTER SCIENCE ADVISING INTERN OPPORTUNITY IN
COLLEGE OF SCIENCE ADVISING CENTER (COSAC)**

Job Summary:

The Computer Science Academic Advising Intern will serve as a member of the professional counseling team. The intern will advise freshmen, sophomore and transfer students majoring in Computer Science by providing information about graduation requirements, articulation and academic policies. The advisor will also provide suggestions on course selection. 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 students in the areas of Mathematics, the Sciences, and Engineering.
- Must have strong research skills and interest in developing exploration tools targeted at improving the success of Math, Science, and Engineering 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 Science, Math, or Engineering 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.
- 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.