



Internship Description

Department: Undergraduate Advising Services

Position Title: Undergraduate Advising Intern

Position Reports To: Intern Coordinator

Time Base: One semester, up to 6 hours per week
(9 hours per week during the summer)

PURPOSE OF INTERNSHIP:

The purpose of the Undergraduate Advising Services (UAS) internship is to provide students with the opportunity to apply academic knowledge and skills in a professional environment, to develop the ability to assess and identify student needs, and to support/promote the student's career goals in counseling through contact with professionals in the field. Interns will have the opportunity to participate in daily academic advising activities that will provide in-depth experience in the career of professional academic advising. The internship allows students to integrate knowledge and skills in a manner that is mutually beneficial to both the student and UAS. This is an unpaid internship.

INTERNSHIP RESPONSIBILITIES:

Observe and participate in UAS front desk/file management activities.

Observe and participate in Graduation Technician duties and responsibilities.

Observe student academic advising appointments and debrief with at least three different primary advisors.

Shadow one student meeting with a secondary advisor (athletics, study abroad, etc.)

Participate in an activity or processes regarding a late add, late withdrawal, reinstatement, or probation.

Attend academic advising component of new student orientation (if pertinent to semester)

Develop and coordinate special projects as needed.

Attend a Family Educational Rights and Privacy Act (FERPA) training.

Process student graduation evaluations.

Attend one Undergraduate Advising Services staff meeting.

Attend either a University Advising Team meeting or a Primary Advising Team meeting.

Participate in the recruiting, interviewing and hiring of UAS Interns for the following semester.

Participate in weekly Intern meetings.

Meet with Director regarding an assessment of Undergraduate Advising Services.

REQUIREMENTS OF POSITION:

1. List certificates, licenses, or education required

- Must be a matriculated student at California State University San Marcos.
- Must be a junior or senior.
- Must have a 2.7 minimum grade point average.

2. List additional knowledge, skills, and abilities required for this position.

- Ability to maintain confidentiality and follow all laws pertaining to the Family Educational Rights and Privacy Act (FERPA).
- Ability to learn and perform assigned work.
- Ability to work cooperatively with faculty, staff, and other students.
- Strong written and oral communication skills.
- Proficient in MS Word. Experience with MS Excel, MS Access, and FileMaker helpful but not required.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- General office equipment such as computers, telephones, printers, copiers, etc.

SIGNATURES

My signature denotes that I understand and accept the duties, responsibilities, and functions assigned as outlined in the job description provided to me.

Print Employee's Name: _____

Signature of Employee: _____

DATE:

SUPERVISOR:

DATE: