

2019 Summer Orientation and New Student Registration Internship Office of Academic Advising ■ University of Northern Iowa

Focus Area: Academic Advising / Summer Orientation and New Student Registration (Freshmen and Transfer)

Office of Academic Advising: The Office of Academic Advising provides services to assist students in achieving their personal, academic, and career goals at UNI. Our focus is on student populations in transition - first year students, students exploring major options or “exploratory” students, students seeking alternate majors, and students reassessing their current academic situation (e.g. students re-admitted after suspension and students on academic warning or probation). The academic advising staff guides students to clarify life/educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties. The Office of Academic Advising, as part of the Academic Affairs Division, coordinates undergraduate advising for all new student orientations and registrations as well as campus-wide advising events.

Expectations: *Please note this is an unpaid experience.* This internship focuses on the role and activities of academic advising in the orientation, advisement, and registration of new freshmen / transfer students during the summer. Internship students are required to attend and participate in these activities and events:

Staff Training – Most* sessions scheduled for 9:00 a.m. – Noon (Location TBD): Thursday, May 23 / Friday, May 24 / Tuesday, May 28 / Wednesday, May 29 / Thursday, May 30 / Friday, May 31.

*Friday, May 24 session is scheduled for 8:00am-10:00am

Freshman Orientations: (Monday & Thursday – 1:00 – 4:15 p.m.** / Tuesday & Friday – 8:00 – 12:30 p.m.) June 3 & 4 / June 10 & 11 / June 13 & 14 / June 17 & 18 / June 18 & 19 / June 20 & 21 / June 24 & 25 / June 27 & 28 / July 1 & 2 / July 8 & 9 / July 11 & 12

Transfer Orientations: (10:00 a.m. – 3:00 p.m.***) Wednesday, June 5 / Friday, June 7 / Wednesday, June 12 / Wednesday, June 26 / Wednesday, July 10

** *This time is subject to a potential 0 – 1 hour adjustment after the new student orientation schedule is finalized.*

Meetings with Academic Advising Staff: Three (3) one-hour group meetings will be scheduled (specific dates/times TBD)

Goals:

1. Overview of academic advising (specifically the role in orientation of new students) and advising at UNI.
2. Introduce academic advising and the summer orientation, advisement, and new student registration process.
3. Develop an awareness of and engage in the practice of applications/techniques of academic advising.
4. Increase knowledge and application of student development theories.

Activities/Applications: The internship student will...

1. Participate in all student and staff/faculty advisor training.
2. Assist in the orientation and advising of new freshman, including presenting to and advising students from one of the university's colleges or exploratory students, and transfer students. Public speaking and interacting one-on-one and in group settings with summer orientation staff, faculty, and students is required.
3. Facilitate the registration of new students. Duties may include assisting in the management of the registration process, helping students with computer registration, and answering student and/or parent questions.
4. Interact with faculty/staff advisors on a regular basis and meet with Office of Academic Advising staff on a bi-weekly basis (three one-hour meetings) to address advising questions and concerns as well as discuss theory and the practical application of theory to practice in an advising setting.

Application: Please submit to Kim Bock in the Office of Academic Advising by March 15, 2019:

- 1) Cover letter outlining personal qualifications, professional goals, and why you are interested in this position
- 2) Resume

All applicants will be required to complete a one-on-one interview prior to final selection.

Contact: Kim Bock (kimbock@uni.edu), Associate Director, Office of Academic Advising
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