

STUDENT ACADEMIC ADVISER POSITION INFORMATION

Selection Timeline:

- **Informational panels** with former SAs will be held in Jewett on Thursday, January 17 and in Anderson on Thursday, January 24. Both will take place at 7:00 pm.
- **Applications and Letters of Recommendation are due** in the Academic Resource Center, Memorial 205, by **5:00 pm on Thursday, January 31**.
- All applicants will be scheduled for one group interview and two individual interviews when they submit their application.
 - **Individual interviews** will take place February 4 through Feb. 15. Applicants will interview with a RD and one staff member from the ARC.
 - **Group interviews** will be held on February 19, 20, 21, and 22 from 4:00-6:30 pm. Applicants will be assigned to one of 8 time slots.
- All applicants will be notified of the Selection Committee's decision prior to Spring Break.

Salary:

Each SA will receive compensation of \$2067 for the semester and will be housed in a single room if available, at no additional charge. Lyman SAs will be in a double room and must select a roommate.

Housing:

We attempt to meet the housing preferences of all Student Academic Advisers, but it is not always possible to match each person's first choice in terms of residence hall, section, or type of room desired. We ask applicants to share their preferences, and we will make an effort to fulfill them. Applicants should be aware, however, that we cannot guarantee a specific hall or type of room.

Training:

There will be several training sessions for new SAs later this semester (March 28, April 11, April 25 @ 4-5:30pm and May 8 (Reading Day) @ 11:30am-1pm). Additionally, the Academic Resource Center staff will provide an intensive weeklong training period before the beginning of the fall semester that focuses on the resources, information, and skills needed by SAs. This training will begin on Wednesday, August 21, 2013. Once school starts in August, SAs need to be available for a once weekly staff meeting scheduled for Thursday afternoons.

Attendance is mandatory at all training sessions.

SA JOB DESCRIPTION

DEFINITION: Under the supervision of the Director of Academic Resources, a Student Academic Adviser works as a student peer adviser providing first-year students with academic support.

PRIMARY RESPONSIBILITIES:

- Assist students with academic adjustment to Whitman.
- Help students to plan their schedule of classes.
- Provide academic advice when needed.
- Assist students in developing effective study strategies.
- Attend weekly SA staff meetings every Thursday from 4:00-5:30 p.m.
- Attend residence hall meetings as required by your Resident Director.
- Work cooperatively with the Residence Life and Academic Resource staff to plan and present academic workshops, talks and activities.
- Cover 4 academic office duty hours/week
- Host one faculty talk in the residence hall
- Contact each student in the section for a preliminary advising appointment and a mid-semester interview.
- Publish one issue of the SA newsletter.
- Submit a weekly log.

TRAINED TO BE FAMILIAR WITH:

- Academic resources available at Whitman College
- Study strategies and academic information
- The College Catalog
- The Student Handbook, including College policies.

ABILITY TO:

- Establish and maintain effective communication with the Director of Academic Resources, the Resident Director and section-mates
- Listen to and attend to the problems of student advisees.
- Undertake and carry forward the program goals.

EXPERIENCE: Completion of two semesters at Whitman College with a cumulative grade point average of at least 3.2 and in good standing with the College. [*Note: First-year students are encouraged to apply, as they will have appropriate experience by the time of employment.*]