

PACE UNIVERSITY – NEW YORK CITY

Summer/Fall 2010 Internship

The Academic Resources Office at Pace University on the NYC campus is here to assist students at all levels who are searching for an academic direction. We take a holistic approach to advising students; our staff is committed to encouraging every student to realize his or her full potential -- intellectual, emotional, social, artistic, and spiritual. Through individualized advising and a wide variety of resources and tools, we help students focus on a major and create a realistic plan for success.

Required Tasks:

1. Prepare and update student files for undecided advisement for all incoming undecided students.
2. Email, telephone, advise, track, and follow up with undecided students regarding any schedule changes and curriculum prior to the first semester.
3. Research updated Academic Advisement materials related to theories, techniques, and models.
4. Participation in orientation planning meetings.
5. Facilitation of presentations during orientation programs.
6. Complete an internship project that looks to blend the focus of the students study with the needs of UND students and the professional orientation of the Academic Resources Office.
7. Coordinate welcome week program for UND students.
8. Work with Associate Director on coordinating sophomore success initiatives including the third annual Sophomore BBQ.
9. Assist with and perform UNV101 outreach for all sections of University 101.
10. Create databases for UND freshman as well as first semester sophomore students.
11. Assist with the development of a comprehensive undecided student website.

Learning Outcomes:

1. Be able to identify some of the key circumstances and concerns of first year students as they pertain to academic advisement of the undecided student
2. Acquire a familiarity with the resources available to support first year and sophomore UND students
3. Develop an appreciation of the range and variety of professional collaboration in meeting the needs of a first year exploring student advisement program
4. Be able to reflect upon the relationship between theoretical knowledge of the field and actual professional experience

Qualifications:

1. Must be graduate students enrolled in a Higher Education Program or related field
2. Computer skills in MS/Office and Excel preferred
3. Concentration in counseling preferred
4. Initiative and sense of humor a must.

Remuneration:

1. \$2000 stipend (8 weeks, 21 hours per week)
2. Residence hall housing