Position Summary:

- Assist fellow CCS students with questions related to registration, course selection, campus resources, etc.
- Provide in-person and online chat advising services.
- Act as a liaison between students and academic advisors.
- Be a positive role model to fellow CCS students.
- Offer ideas to improve advising processes.
- Hours: Monday through Friday, 9:00am-12:30pm or 12:30pm-4:00pm.
- Dates: September 6, 2016 - May 11, 2017, with possibility to extend through Fall 2017.

Prerequisite Qualifications:

- Undergraduate student - Sophomore, Junior, or Senior by Fall 2016.
- CCS major (CS, IS, IT, BIS, WIS, HCI, BNFO, CBUS).
- Minimum GPA of 3.0; good academic standing.
- Minimum availability of 7 hours (2 shifts) per week, Monday through Friday between 9:00am-12:30pm or 12:30pm-4:00pm.
- Able to work beginning September 6, 2016.

Essential Characteristics:

- Excellent verbal communication skills.
- Friendly, outgoing personality with desire to help fellow students.
- Ability to troubleshoot; self-starter.
- Strong work ethic and reliable.
- Ability to maintain confidentiality in all aspects of job responsibilities.