Office of Advising Services, Information, & Success
Center for Academic Success, UIS

Street Address: One University Plaza, BRK 472, Springfield, IL 62703
Phone number: 217.206.7471 Fax number: 217.206.7475
Email Address: advising@uis.edu
Agency Contact: Carmalita M Kemayo, EdD

How should students contact this agency? Email, Career Connect
How should students submit cover letters and resumes? Email

General Description of agency or business
The Office of Advising Services, Information, and Support (OASIS), a unit of the Center for Academic Success, serves entering first year students, some sophomores, and undeclared transfer students. Professional, peer, and faculty academic advisors help students explore major courses of study, academic pathways, and related careers; determine courses schedules each semester; monitor student progress to degree; and connect students with other services on campus.

Basic student learning anticipated
Working for our organization will give the intern a broad experience in higher education academic support services. This internship will help develop knowledge and skills for students interested in pursuing careers as academic advisors, counselors, and other student support positions in higher education institutions.

Internship Description
Advising Internship
– Assist professional academic advisors provide advising services, information, and support to undergraduates
– Assist advising office staff with daily activities to manage office and advising communications
– Learn peer advising responsibilities and techniques
– Become familiar with academic advising profession
– Become familiar with higher education policies and practices related to student success

Qualifications
– Curricular and/or co-curricular experience in the following or like classes: Principles of Psychology, Intro to Sociology, Interpersonal Communication, Service Learning, Leadership; all majors welcome
– Familiarity, comfort working in fast-paced office environment
Job description for Advising Internship Summer 2016

- Good interpersonal and communication skills
- Good organizational and productivity skills
- Ability to work independently and interdependently on a team
- Ability to support multiple needs with diverse populations

Responsibilities

- Assist OASIS staff update yearly advising guides
- Assist OASIS staff with preparations for summer orientations
- Interview/shadow each professional advisor; learn intricacies of advising designated majors and populations
- Assist with maintenance of Advising website and social media
- Research and report on ILACADA and NACADA organizations
- Become familiar with Advising as Teach theory and best practices
- Learn responsibilities of a peer advisor
-- Other duties and responsibilities as required

Hours per week: 20-30
Number of weeks: 8-14 during the summer; may be extended into fall 17

Position Available: Spring 2017, possibly summer

Unpaid / 3-6 semester credit hours available

*If offering an unpaid internship you will have to review and sign our Unpaid Interns Employer Agreement Form, which states that you are adhering to the Fair Labor Standards Act guidelines.