

JOB DESCRIPTION
UCLA New Student Advisor (NSA)

Duties of NSA Golds

- I. Act as an advisor to an assigned group of new students during New Student Orientation sessions.
- II. Act as a trained listener to help students clarify educational goals and objectives, personal concerns, and alternative solutions to possible dilemmas.
- III. Assess student readiness to pursue certain academic directions and particular courses.
- IV. Familiarize students with academic requirements, college rules and regulations, scholarship requirements, and degree requirements.
- V. Suggest courses and class sequences to balance academic loads and to enhance learning.
- VI. Counsel students about classes and majors including prerequisite and/or preparation requirements, course/major content, and performance expectations.
- VII. Advise students on graduate and professional schools goals.
- VIII. Introduce and instruct students on various online resources, including registration and enrollment, degree information, and on-campus resources.
- IX. Describe the classroom experience for a UCLA student (e.g., the professor's role, lecture and discussion section activities, etc.).
- X. Share methods of maintaining motivation and interest necessary for achievement and for resolving potential conflicts between course requirements and other aspects of the student experience that consume time and energy.
- XI. Discuss the need to balance academic demands with social and recreational interests, personal responsibilities, and family obligations.
- XII. Describe opportunities for service and personal involvement within the campus community, and how to use student services on campus.
- XIII. Plan and present workshops to address new students' needs and interests.
- XIV. Discuss the idea of a liberal arts education and how the degree and post-graduate plans can be met within realistic student expectations.
- XV. Increase student confidence and help them overcome possible feelings of doubt.
- XVI. Describe pressures and sources of anxieties in the college experience and discuss personal experiences in resolving those conflicts (e.g., parental pressures, performance anxiety, career and major indecision, etc.).
- XVII. Act as a responsible member of the program; express opinions for improvements as appropriate and follow through with the administration's goals and programmatic decisions. Work professionally and responsibly as part of a team as well as on individual projects.
- XVIII. Act as an ambassador for the University and answer inquiries at yield events such as UCLA Bruin Day.
- XIX. When available, assist in transition programs such as True Bruin Welcome Week, Orientation Part 2, and New Student Mentoring Program (Fall and Winter quarter events)

- XX. Call incoming students to congratulate them on their admission to UCLA, address any of their initial concerns, answer questions regarding dates and deadlines, and provide general information about campus services. Required: a minimum of 21 hours during Spring Quarter.
- XXI. Conduct tours of the campus.

Additional duties of NSA Blues

- XXII. Interact professionally among students, co-workers, administrators, and visitors to the UCLA New Student & Transition Programs office and refer them to the appropriate people or places.
- XXIII. Answer questions pertaining to New Student Orientation sessions, academic policies, and students' and/or parents' concerns. Assist in this manner in the office, during walk-up counseling, at workshops, during transition programs such as Bruin Day and True Bruin Welcome Week, and in small group discussions.
- XXIV. Act as a family orientation counselor with an assigned group of family members and guests of new students at New Parent & Family Orientation. Answer questions from parents and/or other family members about the campus and being a UCLA student. Strong communication skills, patience and professionalism are essential. As a Young Bruins Orientation Counselor, coordinate and participate in children's activities separate of the adult programming.
- XXV. General administrative duties including fielding phone and electronic inquiries regarding departmental programs and general campus information, data input of counseling and program evaluations, confirming session reservations, typing and/or editing correspondence and publications, and filing. Basic knowledge of word processing software and computers required.

IMPORTANT DATES & COMMITMENTS
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| <ul style="list-style-type: none"> ▪ Information sessions (optional) ▪ Applications Due: ▪ Interview Selection: ▪ Interview Process: ▪ Notification letters available: ▪ Hiring sessions: ▪ Spring Training:
First day of training:
Training is mandatory for all NSAs ▪ Blue Training Day ▪ <i>Bruin to Bruin</i> Phone Calling Project: ▪ Staff retreat: ▪ Summer Training: ▪ New Student and New Parent & Family Orientation Sessions: | <p>January 9th, 12:00 – 1:00 pm in 2408 Ackerman Union
 January 15th, 5:00 – 6:00 pm in 230 Covell Commons
 Thursday, January 17th – 5:00 p.m. at 201 Covell Commons
 If selected, you will receive an email invitation to interview:
 Wednesday, January 23rd, 1:00 p.m.
 Thursday, January 24th – February 20th
 Friday, March 1st at <i>A316 Murphy Hall</i>
 (Please respond to any offers by Tuesday, March 5th)
 If offered a position, various times March 4th – 13th to complete paperwork
 April 2nd – June 6th
 Tuesday, April 2: 4:00 – 7:00 p.m.
 Tuesdays & Thursdays, 4:00 - 6:30 p.m.
 Additional hours are required for assignments
 Saturday, April 27th, 9:00 am - 5:00 p.m. (Blue Team only)
 Completed throughout Spring Quarter (21 hours total)
 June 23rd – June 25th
 June 26th – July 5th
 July 8th – September 13th</p> |
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SALARY

New Student Advisors (Blue Team) will be paid the hourly rate of \$14.90 for worked hours, training, retreat, and phone calling project.

New Student Advisor (Gold) salary will cover Spring Training (part-time) and summer counseling (full-time). The approximate salary will be \$6,900 (gross - before taxes) plus room and board. Overall this benefit package totals approximately \$12,000. This position requires a firm commitment and involves a great deal of responsibility.

ADMINISTRATIVE ASPECTS OF NEW STUDENT ADVISOR – BLUE TEAM

- Spring Quarter work schedules: New Student Advisors (Blue) work part-time (up to 15 hours per week) in NSTP office during Spring Quarter, in addition to NSTP training. Spring Quarter work schedules will be arranged around class, NSTP training, and other commitments.
- Summer work schedules: New Student Advisors (Blue) will work up to 40 hours per week. Work schedules will vary, i.e. from 7:00 a.m. - 4:00 p.m.; from 8:00 a.m. - 5:00 p.m.; or from 2:00 p.m. - 11:00 p.m., etc.; the full-time work schedules will begin June 26th and extend through September 13th. *Summer work schedules will be arranged around class and other commitments.*
- Full participation in training (spring and summer) is required, including preparation, consultation, observation by supervisors, home study, Bruin to Bruin phone calling project, and attendance at all meetings.
- Additional mandatory training requirement for the Blue team is Saturday, April 27th, 9:00 a.m. – 5:00 p.m. (Breakfast and lunch will be provided).

ADMINISTRATIVE ASPECTS OF THE NEW STUDENT ADVISOR – GOLD TEAM

- This is a live-in position in the residence halls from June 26th – September 16, 2019.
- During the program, there are day, evening, and some weekend responsibilities.
- Full participation in training (spring and summer) is required, including preparation, consultation, observation by supervisors, home study, Bruin to Bruin phone calling project, and attendance at all meetings.
- AT THE TIME OF APPLICATION (Winter 2019), it is preferred that you have:
 - Sophomore standing (45 units - not including AP work) or higher
 - One year of college experience (after high school) and at least one quarter completed at UCLA
 - Good academic standing at UCLA (no probation or STD) and be currently enrolled at UCLA
 - A preferred cumulative GPA of 2.50 or higher
- You must be willing to live in the program's designated residence hall during the New Student Orientation sessions and work long, irregular hours (including evenings and some weekends).
- You must be able to complete all commitments to Spring Quarter training, training week, retreat and sessions during the summer (see the dates above). *A limited number of flexible positions may be available which would allow you to either miss a week or leave the program early (eg. a family vacation or starting a graduate program or EAP). To be considered for these positions, you must indicate these possible commitments on your application under the GOLD APPLICANTS. All other applicants will be hired to work all student sessions.*

APPLICATION PROCESS

- You may apply for either position (Blue or Gold) or both positions. Both applications are due **NO LATER THAN 5 P.M. on Thursday, January 17th, 2019**. Return completed applications to the New Student & Transition Programs office, 201 Covell Commons. When submitting your application, **please keep a copy of your application and the job description for your reference**.
- You must submit a separate, printed application for each position you would like to apply. If you would like to apply to a Blue and Gold position, select the Blue & Gold option on the application and complete all of the questions on the application form. When you turn in your application, please print a copy of the form to attach to the appropriate essay responses.
- Typed application forms and essay questions are preferred.
- Before being invited for an interview, applicants will be screened based on the information contained in the applications.
- Candidates selected for interviews will be contacted via email; instructions for signing up for an interview will be included in that email. You will receive an email whether or not you are invited for an interview; please contact us if you don't receive an email at the time listed below.
 - NSA Interview notifications: Wednesday, January 23rd, 1:00 pm
- Interviews will take place January 24th – February 20th
- Notification letters will be available for pick-up in the College of Letters & Science reception area, A-316 Murphy Hall, after 12:00 p.m. on the date listed below. Everyone who interviews for a position will receive a letter for each position interviewed.
 - NSA Notification letters: Friday, March 1st, 12:00 p.m. (pick up at A316 Murphy Hall)

If you have not picked up your notification letter by March 5th, please come to the New Student & Transition Programs office. In no case will job notification be done over the phone.

- All those selected for a position must complete hiring paperwork before the start of Spring quarter. Hiring sessions to complete paperwork will be held March 4th – March 13 at various times. Notification letters will include more details.
- For more information about the interview process and what the position entails, we recommend attending one of the optional information sessions. You are also welcome to call our office if you have any questions about the positions at (310) 206-6685.

When submitting your application, please keep this job description for your reference.

NON-DISCRIMINATION & PRIVACY NOTICE

The University of California prohibits discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or medical condition, mental disability (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).²

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans.³

University policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies. Inquiries regarding UCLA's equal employment opportunity and affirmative action policies may be directed to the UCLA Staff Affirmative Action Office, (310)794-0691 or mailsaa.ucla.edu.

¹Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

²Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

³Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1)the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws;(2)providing the personal information is mandatory, unless otherwise noted;(3)the personal information will be kept confidential and used only in accordance with applicable laws;(4)the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law;(5)individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at www.chr.ucla.edu.

Background Check Notice

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

Notice of Availability of UCLA Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the UCLA Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <https://www.ucpd.ucla.edu/reports-statistics/jeanne-clery-act> or contacting: UCLA Police Department, 601 Westwood Plaza, Los Angeles, CA 90095, phone (310)825-1491.

2019 NEW STUDENT ADVISOR APPLICATION

BLUE

GOLD

BLUE & GOLD

GENERAL INFORMATION					
Student ID Number:			Are you a transfer student?	Yes	No
Last Name:	First Name:		MI:		
Local Address:	City/State:		Zip:		
Phone Number: ()	E-mail:				
Units completed through 12/18:	Expected date of graduation:			GPA:	
Number of units completed at UCLA by June 2019:	Year:	1 st	2 nd	3 rd	4 th
Major (or "undeclared"):					
Minor or specialization (if applicable):					
Do you currently have an on campus job? (for informational purposes only)			Yes	No	
If yes, what department:					
ADDITIONAL INFORMATION					
Ethnicity: (optional)		Preferred gender pronouns:			
Have you applied for a New Student Advisor position before?			Yes	No	
If so, which position?		What year(s)?			
Are you/will you be applying to start graduate school in Fall '19?			Yes	No	
Are you/will you be applying for EAP/travel abroad programs/RA for Fall '19?			Yes	No	
BLUE APPLICANTS (leave blank if only applying for Gold Team)					
AVAILABILITY & TIME COMMITMENTS FOR SPRING QUARTER AND SUMMER					
Separate of the five hours per week of training during Spring Quarter, how many additional hours are you available to work per week?					
During the summer, how many hours per week would you wish to work (the maximum allowed is 40 hours/week)?					
What commitments do you have or expect to have this summer? (e.g. summer school, internships, vacation, etc.) Please explain time involved (hours per week, shift times if known, etc.)					
Do you speak a language other than English?			Yes	No	
If so, in what language(s)?					
GOLD APPLICANTS (leave blank if only applying for Blue Team)					
COUNSELING/TUTORING EXPERIENCE & SUMMER COMMITMENTS					
Please check any counseling and/or tutoring positions you have held:					
<u>Counseling Experience</u>			<u>Tutorial/Peer Learning Facilitator Experience</u>		
ASK	FSP/TSP Peer	AAP	Athletic Department		
AAP Peer	Resident Assistant	CSI			
Other		Other			
Specify:			Specify:		
Would you like to apply for a flexible position?			Yes	No	
If yes, what are your scheduling needs:			A week off (list tentative dates if known)		
			End NSA Gold position as of 8/30/19		

REFERENCE

Please provide a reference from someone professional (work) or academic contact (e.g., professor, TA) who can comment on your potential as a New Student Advisor. *Please contact your reference before listing his/her name here.*

Name:

Department/Company:

Address:

Phone Number:

e-mail:

EXTRA CURRICULAR ACTIVITIES/WORK EXPERIENCE

In the space provided below, please include any extracurricular activities and/or work experiences which you feel are relevant to this position. Describe your job title/position, type of activity/work, the name of the organization/company, and the dates of service. You may attach a resume instead if you prefer.

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

ESSAY QUESTIONS

Please answer the questions below. Your responses will help determine whether or not you receive an interview. Keep answers to 1 page or less per question (double spaced). NSA Blue Applicants should answer questions 1-4; Gold Applicants should answer 1-2 and 5-6. If you are applying for both positions, please print out the appropriate answers for each application.

All applicants

1. What 3 characteristics do you believe students and their families are looking for in a New Student Advisor? Which one of these characteristics (if any) do you think you embody most and why?
2. Describe a stressful situation that you experienced and how you dealt with it. What did you learn, and how does it relate to this position?

NSA Blue Applicants

3. What do you believe is the top concern for parents of incoming students and why?
4. What aspect of counseling parents and families makes you nervous?

NSA Gold Applicants

5. Have you experienced a situation where your personal beliefs were challenged? How did you respond?
6. What aspect of counseling new students makes you nervous?

REMINDERS

- Make sure to complete every section of the application – including the signature.
- Make a **copy** of your completed application for your records
- Deliver your printed application to 201 Covell Commons before 5:00 p.m. on Thursday, January 17, 2019.
- Include 1 copy of the application for each position you are applying.

SIGNATURE

I have read the online job description for New Student Advisor, including the time commitment, training schedules, summer calendar and salary information. I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any false, misleading, or incomplete information I have given may be considered cause for termination.

Please print your application *first* and sign below.

Signature

Date

In order to verify the information on your application, it may be necessary for the interview and selection committee to review your Degree Audit Report. Please initial here if you authorize the UCLA New Student & Transition Programs to print your DAR for this purpose only. _____