

JOB DESCRIPTION

UCLA New Student Advisor (NSA)

New Student Advisors (NSAs) serve to assist new students and their families in their transition to UCLA. All New Student Advisors are expected to perform the duties listed below. NSA Golds work with students only; NSA Blues work with students and families and provide administrative support, thus have additional duties required.

Duties of New Student Advisors

- 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 academic directions and 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 and major content, and performance expectations.
- VII. Advise students on graduate and professional school 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. Advise students on maintaining a successful balance between academics and involvement.
- XI. Describe opportunities for campus service and co-curricular involvement, and how to use campus resources.
- XII. Plan and present workshops to address new students' needs and interests.
- XIII. Discuss the idea of a liberal arts education and how the degree and post-graduate plans can be met within realistic student expectations.
- XIV. Increase student confidence and help them overcome possible feelings of doubt.
- XV. 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.).
- XVI. Act as a responsible member of the program; work professionally and responsibly as part of a team and on individual projects.
- XVII. Act as an ambassador for the University and answer inquiries at yield events such as UCLA Bruin Day.
- XVIII. When available, assist in transition programs such as True Bruin Welcome Week, Orientation Part 2, and New Student Mentoring Program (Fall, Winter, or Spring quarter events).
- XIX. Conduct Bruin to Bruin sessions for newly admitted students: congratulate them on their admission to UCLA, address initial concerns, answer questions, and provide general information about campus services. A minimum of 21 hours during Spring Quarter required.
- XX. Conduct tours of the campus.

Additional duties of NSA Blues

- XXI. Interact professionally among students, co-workers, campus partners, and visitors to the UCLA New Student & Transition Programs office and refer them to the appropriate people or places.
- XXII. 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.
- XXIII. Act as a 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 Counselor, coordinate and participate in children's activities separate of the adult programming.
- XXIV. Perform 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.

ADMINISTRATIVE ASPECTS OF NEW STUDENT ADVISOR – BLUE TEAM

- Additional mandatory training requirement for the Blue team is Saturday, April 24th, 9:00 am – 5:00 pm.
- Additional mandatory training for summer programming for Blues will be June 22-24, 3:00 pm – 7:00 pm
- Spring Quarter work schedules: New Student Advisors (Blue) work part-time (up to 15 hours per week, in addition to training after Blue Training Day) in the NSTP office. Spring Quarter work schedules will be arranged around class, training, and other commitments.
- Full participation in training (spring and summer) is required, including preparation, consultation, observation by supervisors, home study, Bruin to Bruin project, and attendance at all meetings.
- Summer work schedules: New Student Advisors (Blue) will work up to 40 hours per week. Work schedules will vary, i.e. from 7:00 am - 4:00 pm; from 8:00 am - 5:00 pm; or from 2:00 pm - 11:00 pm, etc.; the full-time work schedules will begin June 21st and extend through September 10th. *Summer work schedules will be arranged around class and other commitments, but Blues should be available and expect to work at least 25 hours per week.*
- If summer programming requires an online format, most shifts will be remote and work from home. However, some essential functions may be required in person. Schedules and duties may be assigned based on ability to work in person. NSA Blues will need a reliable internet connection.

ADMINISTRATIVE ASPECTS OF THE NEW STUDENT ADVISOR – GOLD TEAM

- You must be able to complete all commitments including Spring Quarter training, training week, retreat and sessions during the summer (see the dates above and the summer calendar). ***The only exceptions must be discussed during your interview and are restricted to ending the position early due to graduate school, study abroad, or RA training.***
- Full participation in training (spring and summer) is required, including preparation, consultation, observation by supervisors, home study, Bruin to Bruin project, and attendance at all meetings.
- During summer programming, there are day, evening, and some weekend responsibilities. Because of this varied schedule, Golds are discouraged from having other commitments during Summer (i.e. internships, summer classes).
- NSA Golds are expected to work all sessions – both first year and transfer – throughout the summer.
- AT THE TIME OF APPLICATION (Winter 2021), it is preferred that you have:
 - Sophomore standing (45 units - not including AP work) or higher
 - Good academic standing at UCLA (no probation or STD) and be currently enrolled at UCLA
 - A preferred cumulative GPA of 2.50 or higher

If summer programming is offered in-person and on campus:

- This will be a live-in position in the residence halls from July 1st – September 13. Housing and meal plans will be provided to NSA Golds.

- 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).

If summer programming is offered online:

- NSA will need to perform meetings virtually and will need a reliable internet connection.
- Housing and meals will not be provided.

IMPORTANT DATES & COMMITMENTS

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| <ul style="list-style-type: none"> ▪ Q&A sessions (optional) | <p>Drop-in office hours to address any questions you may have about the position or application
 Monday – Thursday of Week 1, January 4-7, 12:00 pm – 1:00 pm
 https://tinyurl.com/UCLANSA2021</p> |
| <ul style="list-style-type: none"> ▪ Applications Due: ▪ Interview Selection: | <p>Wednesday, January 13th – by midnight (end of day)
 If selected, you will receive an email invitation to interview:
 Friday, January 15th, 3:00 pm</p> |
| <ul style="list-style-type: none"> ▪ Interview Process: ▪ Notification emails sent: | <p>January 19th – February 12th
 Friday, February 19th
 (Please respond to any offers by Tuesday, February 23rd)</p> |
| <ul style="list-style-type: none"> ▪ Hiring sessions: | <p>If offered a position, various times February 22-26 to complete hiring paperwork</p> |
| <ul style="list-style-type: none"> ▪ Spring Training:
 First day of training:
 Training is mandatory for all NSAs | <p>March 30th – June 3rd
 Tuesday, March 30th: 4:00 – 7:00 pm
 Tuesdays & Thursdays, 4:00 - 6:30 pm (live)
 Additional hours are required for assignments.</p> |
| <ul style="list-style-type: none"> ▪ Blue Training Day ▪ <i>Bruin to Bruin</i> Project: ▪ Staff retreat: ▪ Gold move-in/out (if in person): ▪ Summer Training: <li style="padding-left: 20px;">○ Blues additional training hours: ▪ New Student and New Parent & Family Orientation Sessions: | <p>Saturday, April 24th, 9:00 am - 5:00 pm (Blue Team only)
 Completed throughout Spring Quarter (21 hours), starts week 4
 June 28 – June 30
 June 30/September 13
 July 1 -9
 June 22-24 (3-7 pm)
 July 12-Sep 10</p> |

SALARY

New Student Advisors will be paid the hourly rate of \$15.35 for worked hours, training, retreat, and Bruin to Bruin project. These positions require a firm commitment and involve a great deal of responsibility.

For Spring Quarter, during which all NSAs will attend training, NSAs will work 5 hours per week. As training progresses and NSAs begin to lead Bruin to Bruin sessions, NSA Golds will work 5-8 hours per week. NSA Blues will average 10-15 hours per week, as they will add in shifts staffing the NSTP office.

During the summer, NSA Blues should expect to work at least 25 hours per week. Hours will vary based on sessions and NSAs’ outside commitments.

During the summer NSA Golds will work closer to full time. Until a determination is made on the format for New Student Orientation (in person vs. online), an exact accounting of work hours isn’t possible. We would anticipate that NSA Golds would work 30- 40 hours per week during summer programming based on activities and meetings during the sessions.

If the pandemic situation allows for New Student Orientation to be offered in person on campus, New Student Advisor Golds will be required to live on campus and room and board will be provided. This added fringe benefit is valued around \$6,000.

APPLICATION PROCESS & TIMELINE

- Submit your application online at <https://sa.ucla.edu/Forms/p/NSAApplication2021>
- The application includes informational questions and requires you to upload essay responses. (See essay questions section below)
- You may apply for either position (Blue or Gold) or both positions. All applications are due **NO LATER THAN MIDNIGHT (END OF DAY) on Wednesday, January 13th, 2021.**
- To be invited for an interview, applicants will be screened based on the information provided.
- 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: Friday, January 15th, 3:00 pm**
- Interviews will take place January 19th – February 12th.
- Position offer letters will be sent via email. Everyone who interviews for a position will receive a letter for each position interviewed.
 - **NSA Job Notification emails: Friday, February 19th, 1:00 pm.**
- All those selected for a position must complete hiring paperwork before the start of Spring Quarter. Hiring sessions to complete paperwork will be held February 22-26 at various times. Notification emails will include more details.
- For more information about the interview process and what the position entails, we recommend attending one of the optional Q&A sessions. You are also welcome to call our office if you have any questions about the positions or the application at (310) 206-6685.

SUGGESTIONS FOR APPLICATION

- The application is available at <https://sa.ucla.edu/Forms/p/NSAApplication2021>
- To make the application easier, you should gather some information ahead of time:
 - Your academic information (number of units completed and approximate GPA)
 - Name and contact information of a reference
 - A PDF of a resume to upload *or* names and descriptions of employment or leadership involvement
 - PDF responses to the prompts.
 - For Blue NSA applicants: approximate units/time off needed during Summer
- Write your essay responses ahead of time and have them ready to upload.
- You will be able to edit your responses after you submit, up until the deadline.
- The application will shut off at midnight at the end of January 13th. Incomplete applications will not be considered for interview.

ESSAY QUESTIONS

Please answer the following questions and submit with your online application. Your responses will help determine whether or not you receive an interview. Keep answers to 1 page or less per question (double spaced).

We suggest submitting as a PDF.

Please name the file with your first initial and last name. Example: *JBruin.pdf*

All applicants need to answer questions 1 and 2.

NSA Blue Applicants are required to answer questions 3 and 4 in addition to 1 and 2.

NSA Gold Applicants are required to answer questions 5 and 6 in addition to 1 and 2.

Those applying to Blue and Gold should submit one file with all questions included; please keep the responses numbered the same as the questions below.

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 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 and guardians 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?

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.