

UCLA New Student Advisor (NSA) Job Description

New Student Advisors are a unique position at UCLA. Housed in the Division of Undergraduate Education, NSAs are among the first contact new students and their families have with UCLA and serve to assist them in their transition to the university. This transition includes academic advising and introducing students and their families to campus resources.

There are 2 positions available: NSA - Blue and NSA - Gold. The NSA Blue team serves as administrative support for the program (replying to emails, message center, phone calls, and staffing the physical office) in addition to serving as counselors for New Parent & Family Sessions. The role of the NSA Gold team is to serve as counselors for new undergraduates (first years and transfers) during New Student Sessions; they have an assigned group of students to lead and hold individual academic advising appointments.

Both positions require extensive knowledge of UCLA and its academic policies, and all NSAs are required to attend and complete Spring and Summer Training.

What will you get from these positions? Being a Blue or Gold will provide you with immeasurable work experience that you can add to your resumé and enhance your own education at UCLA. You will learn skills such as knowledge of UCLA academic policies, how to facilitate group discussions, and how to navigate campus gateways. The soft skills you will gain in these positions include adaptability to unexpected situations, resourcefulness to draw on your knowledge base and experience, problem solving, and communicating professionally to a diverse range of audiences.

The skills you will develop in this position will benefit you in any career path that you choose, providing you with important communication, facilitator, and teamwork experience. If you are considering a career in education, counseling, or student affairs, the NSA position is a great opportunity to experience the work field of higher education. If you intend to pursue STEM fields, this position can improve your interpersonal skills to make you a standout in your field. A strong working relationship with NSAP leadership can lead to letters of recommendation for graduate and professional school programs. Regardless of your future plans, working as an NSA will improve your confidence and marketability.

TIME COMMITMENT

Spring

For weeks 1-10 of Spring Quarter, NSAs are required to attend and participate in staff training, scheduled to be held in person on Wednesdays from 4:30 pm to 7:30 pm. Staff must attend all training sessions. Additional recorded lectures and assignments must be viewed and completed on a weekly basis for an additional 2 hours. Total weekly training time is 5 hours per week. Between weeks 4-Finals Week, New Student Advisors must also complete a total of 15 hours of Bruin to Bruin - online meetings with new students. NSAs sign up for these sessions around their time commitments (weekends and evenings are available).

For NSA Blue Team, there is additional training during week 5 (approximately 7 hours) and thereafter they will begin working 2-hour shifts in the NSAP office.

NSA Golds: weeks 1-3, 5 hours per week; weeks 4-10 approximately 8 hours per week.

NSA Blues: weeks 1-3, 5 hour per week; weeks 4-10 approximately 10 hours per week.

Summer

NSA Golds will work all student sessions. Session details are still in planning, but NSA Gold should expect to work close to 40 hours per week; some days will go into evening hours.

NSA Blues should work a minimum of 25 hours per week, and up to 40 hours per week, but shifts can be assigned around other commitments like classes or internships. The position is nearly entirely in person and work shifts can occur in evening and weekend hours.

JOB DUTIES OF NEW STUDENT ADVISORS

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.

- I. When working as a Gold, act as a counselor to an assigned group of students during New Student 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/school rules and regulations, scholarship requirements, and degree requirements.
- V. Suggest courses and class sequences to balance academic loads and to enhance learning.
- VI. Advise 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 and on-campus resources, including academic counseling units, co-curricular programs, registration and enrollment, and degree information.
- 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 in the degree plans and co-curricular 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 other academic programs throughout the year (e.g., New Student Mentor Programs)
- 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 15 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 Academic Programs office and refer them to the appropriate people or places.

- XXII. Answer questions pertaining to New Student 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 Sessions. 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 29th, 10:00 am – 5:00 pm.
- Additional mandatory training for summer programming for Blues will be June 20, 9:00 am – 5:00 pm (zoom) and June 23, 2:00 – 6:00 pm in person.
- 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. Retreat participation is preferred but not required.
- Applicants must be in good academic standing at UCLA (no probation or Subject to Dismissal) and be currently enrolled as an undergraduate at UCLA with a declared graduation quarter of Fall 23 or later (unless you are a transfer student in which case a graduation date of Winter or Spring 23 is accepted)

ADMINISTRATIVE ASPECTS OF THE NEW STUDENT ADVISOR – GOLD TEAM

- During summer programming, there are day, evening, and some weekend responsibilities.
- NSA Golds are expected to work all sessions – both first year and transfer – throughout the summer.
- AT THE TIME OF APPLICATION (Winter 2023), it is preferred that you have:
 - Have a declared graduation quarter of Fall 23 or later (unless you are a transfer student in which case a graduation date of Winter or Spring 23 is accepted)
 - Sophomore standing (45 units - not including AP work) or higher
 - Good academic standing at UCLA (no probation or Subject to Dismissal) and be currently enrolled as an undergraduate at UCLA
 - A preferred cumulative GPA of 2.50 or higher
- This will be a live-in position in the residence halls from June 20 – September 18. Housing and meals while working will be provided to NSA Golds. You must be willing to live in the program's designated residence hall during the New Student Sessions and work irregular hours (including evenings and some weekends).
- Full participation in training (spring and summer) is required, including preparation, consultation, observation by supervisors, home study, Bruin to Bruin program, and attendance at all meetings. Retreat participation is preferred but not required. Any exceptions must be discussed in your interview. The only exceptions that are eligible for approval are leaving the position early for graduate school, study abroad, or RA training.

IMPORTANT DATES FOR THE POSITION

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| <ul style="list-style-type: none"> ▪ Spring Training: First day of training: Training is mandatory for all NSAs | <p>Week 1 - 10
 Wednesday, April 5
 Wednesdays, 4:30 – 7:30 pm (in person)
 2 Additional hours weekly for recorded lectures and assignments.</p> |
| <ul style="list-style-type: none"> ▪ Blue Training Day | <p>Saturday, April 29th, 10:00 am - 4:00 pm (Blue Team only)</p> |
| <ul style="list-style-type: none"> ▪ <i>Bruin to Bruin</i> Project: | <p>Completed throughout Spring Quarter (15 hours), starts week 4</p> |
| <ul style="list-style-type: none"> ▪ Staff Retreat: | <p>June 21-22</p> |

- Gold housing provided: June 20-September 18
- Summer Training: June 23-July 3
 - Additional Blue training hours: June 20, 23 (9 am – 5 pm)
- New Student and New Parent & Family Sessions: July 5-September 15

COMPENSATION

New Student Advisors will be paid an hourly rate of \$18.00 for worked hours, training, retreat, and Bruin to Bruin project. These positions require a firm commitment and involve a great deal of responsibility.

New Student Advisor Golds will be required to live on campus and meals while working will be provided. This added fringe benefit is valued at approximately \$6,500 in addition to wages for hours worked.

APPLICATION TIMELINE & HIRING PROCESS

For more information about the interview process and what the position entails, we recommend attending one of the optional Office Hours. You can also call our office if you have any questions about the positions or the application at (310) 206-6685.

- NSAP Office Hours (optional)
 - Tent on Kerckhoff patio
 - Zoom
- Applications Due: Drop-in office hours to address any questions you may have about the position or application (Week 0 and 1).
Tuesday and Wednesday, January 10-11, 10 am – 3 pm
tinyurl.com/UCLANSA2023
Tuesday-Thursday, January 3-5, 12:00 pm – 1:00 pm
Thursday, January 12, 12:00 pm – 1:00 pm
- Interview Selection: Thursday, January 12th – by midnight (end of day)
If selected, you will receive an email invitation to interview:
Tuesday, January 17th, 3:00 pm
- Interview Process: January 21st – February 18th
- Notification emails sent: Friday, February 24th
(Please respond to any offers by Tuesday, February 28th)
- Hiring sessions: If offered a position, various times February 27-March 3
over Zoom to complete hiring paperwork
- Submit your application online at <https://sa.ucla.edu/Forms/p/NSA2023>. 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 Thursday, January 12th, 2023**. Late applications will not be accepted.
- Applicants will be screened based on the information provided for interviews.
- 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 you are invited for an interview or not; please contact us if you don't receive an email at the time listed below.
 - **NSA Interview notifications: Tuesday, January 17th, 3:00 pm**
- If you are invited to interview for a position, you will be provided with a link with an informational video about the position as well as questions to prepare for your interview.
- Interviews will take place January 21st– February 18th on Zoom and will include some weekend time slots.
- 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 24th, 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 27- March 3 at variety of times. Job offer emails will include more details.

SUGGESTIONS FOR APPLICATION

- The application is available at <https://sa.ucla.edu/Forms/p/NSA2023>
- 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 Resume to upload (sample template linked below)
 - PDF responses to the prompt(s)
 - For Blue NSA applicants: approximate units taken/time off needed during Summer
- Write your essay responses ahead of time and have them ready to upload. Make sure your file is a PDF **titled with your name.**
- You will be able to edit your responses after you submit until the deadline.
- The application will shut off at midnight (11:59 pm) at the end of day January 12th. Incomplete applications will not be considered for interview.
- A blank PDF template for a resume is attached at <https://ucla.box.com/v/BasicResumeFormat>

ESSAY QUESTIONS FOR APPLICATION

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

Please submit as a PDF.

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

All applicants need to answer question 1. NSA Blue Applicants please also answer question 2.

All Applicants

1. Why do you want to be a New Student Advisor?

NSA Blue Applicants

2. What do you believe is the top concern for parents and guardians of incoming students and why?

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.