Federal Work-Study Job Description School Year: 2017–2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Career Development &amp; Academic Advising</th>
<th>Job No# Available: 2</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Georgeanna Spagnolo, Coordinator of Advising</td>
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<tr>
<td>Department:</td>
<td>Career Development &amp; Academic Advising Center</td>
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<tr>
<td>Location:</td>
<td>Parker Library Room 14 (PL14)</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Georgeanna.Spagnolo@wesley.edu">Georgeanna.Spagnolo@wesley.edu</a></td>
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General requirements for all Career Development & Academic Advising Center positions:
- Attend training in specific area.
- Arrive punctually and carry out all job responsibilities.
- Maintain a professional demeanor and appearance.
- Wear appropriate clothing following the dress code.
- Respect and maintain student confidentiality.
- Complete any documentation in a timely manner.
- Attend all required meetings.
- Follow all program policies and procedures, including those prohibiting use of all electronics and earbuds and having food and drink while working.

Job Description:
- Assist in planning, promoting & implementation of career, advising, and major related programs.
- Assist with 1-hour career & advising seminars on topics including resume writing, interview skills, career/major exploration, and registration.
- Attend all Wesley College programs sponsored by Career Development & Academic Advising. In addition, if needed, represent the department at New Student Orientations and Open Houses.
- Aid supervisor in managing documents, including but not limited to:
  - Program and event participants list
  - Individual student meeting notes
  - Seminar attendance
  - Completion of exit interviews
- Meet weekly with supervisor to discuss upcoming events and task completions. Attend Department of Student Success and Retention student worker meetings as needed.
- Research national trends regarding career and/or advising processes/procedures and make suggestions for presentations, programs, and events at Wesley College.
- Learn campus resources & be able to direct students to the appropriate department, faculty, or staff member.
- Create marketing materials & encourage attendance to ANY & ALL career & academic advising events.
• Discover ways to collaborate with other organizations on campus to better serve the campus community.

**Special Abilities/ Skills:**
• Good academic standing (GPA of 2.5 or above).
• Basic computer skills – word processing, emailing, data entry.
• People skills – friendly, outgoing, etc.
• Dependable, reliable work ethic.

**Work Schedule:**
• Office Hours: Monday – Friday, 8:00am – 4:00pm
• Individual work schedules will be arranged around the student worker’s class schedule.

**Additional Comments:**
• Total positions available: 2
• Preferences given to students with previous experience in the department.
• Each of our FWS/ WWS students must maintain a minimum 2.5 GPA.
• Our program takes pride in having student workers who not only model the Wesley College Community, but serve as guides in the academic development process.
• All FWS/ WWS students should abide by the health and safety policies of the College.
• All FWS/ WWS students should abide by the academic regulations of the College and the judicial guidelines as outlined in the Student Code of Conduct.