Job Description
Student Adviser/Office Assistant
Application Deadline: April 8, 2016

Title: Student Adviser/Office Assistant

Position ID: 32519

Starting Date: Training in May/June, start at beginning of Fall term 2016

Term: Fall/Winter/Spring (excluding breaks)

Hiring Unit: Environmental Studies Program

Address: 144 Columbia Hall

Supervisor: Monica Guy, Office Manager

Purpose of Position: This position is responsible for advising undergraduate students and providing clerical support to the Environmental Studies Office.

Advising Duties:
- Help other undergraduate students with course planning and routine advising questions
- Respond to email questions daily (ecopeers@uoregon.edu)
- Update tip sheets for each academic term
- Check for graduation clearance
- Announce student advising center to classes

Other Duties:
- Check out equipment, videos, rooms and books from the office
- Post appropriate emails to bulletin boards or website
- Work with equipment problems in the office
- Assist office staff as needed

Qualifications:

- Open to ENVS / ESCI students only
- Minimum GPA 3.00

Position Available: A minimum of one academic year commitment required

Wage Category: Student Assistant 1 ($10.00 per hour)