

Job Description
Student Adviser/Office Assistant
Application Deadline: March 10, 2017

Title: Student Adviser/Office Assistant

Position ID: 39656

Starting Date: Training in late April, May, and early June; Start at beginning of Fall term 2017

Term: Fall/Winter/Spring 2017-2018 (excluding breaks)

Hiring Unit: Environmental Studies Program

Address: 144 Columbia Hall

Supervisor: Taylor West, Undergraduate Coordinator

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

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 and upcoming events 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 and faculty as needed

Qualifications:

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

Requirement: A minimum of one academic year commitment

Wage Category: Student Assistant 1 (\$11.00 per hour)