

Academic Advising Job Responsibilities

Updated June 2007

* Advising Duties include:

- Advising by appt, drop-in, e-mail, phone
- Keep current on curriculum information
- Internship review, monitor requirem.
- Workshop Presentations
- Retention/ Orientation Activities
- Expectations Advising
- Upside Down
- Core/All-level connecting
- 1-1 first year student advising
- Projects – as assigned
- HIG follow-up
- Advising for ILC that s/b INT

(These duties done by all exempt staff)

Sara Martin Director

- * Advising backup
- Personnel – Hiring, training, supervision, evaluation, PD
- Budgets
- Liaison – College offices, Curric. Dean
- Faculty advising/education lead
- Oversee Advising WEB content
- ECC
- FYAD Team
- Staff meeting agendas
- Planning Calendar Team
- Peer curriculum team
- Community to Community
- CCBL&A Advisory Board
- ERI back up
- HIG team
- All level connecting
- Pre Med liason

Joyce Stahmer Asst. Director

- Advising*
- Advisor lead
- Core Connector Team
- Planning Calendar Team
- FYAD team
- ERI – lead
- Problem contracts & ILC that S/B INT distribution
- Legislative Interns program
- Internship Oversight
- Athletes advisor
- Lead Liaison Tacoma

12 mo.

Jonathan Lindsay Program Coordinator

- Intake & Front Desk mgmt
- Supervise Peers & oversee front desk scheduling
- Curriculum info mgmt
- Intake & Advising stats & reports
- Calendar Lead
- Monitor Peer budget
- Intern data entry
- Banner reports
- Host Org Corresp.
- Intern Fair Lead
- Intern publicity
- Update/maintain SILK
- SILK access codes
- Syllabus bin
- Office tech support
- Maintain AA web site
- UD process
- Web team
- MWL postcard
- HIG process support
- Update bulletin board info
- Assign Workshop Present

(AY) M-F – 9:00-6:00
(S) M-F 8:00-5:00

12 mo

Kathy Anderson QAIII

- Calendar backup
- Internship record keeping & distribution
- Intern Fair team
- FYAD team
- Clerical support (all staff)
- Intake
- NSAW codes and stats
- Office supplies, handouts, printing & purchasing
- Wrkshp rooms, supplies
- Distribution for problem contracts & ILC that s/b INT
- Room Requests

12 months, 75
Monday 7:30-2:30,
Wed, Fri 7:30-4:30
Tues, Thurs 7:30 – 11:30

Therese Saliba Faculty Advisor

- Advising *
- Workshops
- Faculty Guests
- Faculty Directory Updates and Interviews
- Jack Kent Cooke Scholarship
- Café Conversations

Sept. 1 – June 15. + ½ time summer

8:30 – 5
T&Th 8:30 - 6

???? –07-08

Michael Clifforne Coordinator, International Programs and Services

- Advising *
- Study Abroad Policy, Procedures lead
- SA Advisory Board
- Liaison w/ Int'l Study Dean
- Immigration Advising
- SA apps and review
- Int'l Stu. Orient and Advising
- Japan Exchange student advising
- Consortium program coordinator
- Fulbright program
- Gilman scholarship liason
- International programs workshops
- Home Tuition Exchange
- Jackson School/WA Ctr for Internships

8 – 5 – M-F

Teresa Woods-Santoso Advisor (general)

- Advising *
- Freshman Advising Day lead
- Core Connector Lead
- Academic Warnings
- Emergency contact for students in Problem Programs
- Int'l student back up
- Email/drop off intern backup

12 mo.

Norma Alicia Pino Advisor (general)

- Advising *
- Liaison.
 - Tacoma (backup)
 - Athletes (transition from Joyce)
 - 1st Peoples
- Incarcerated students

Jean Eberhardt Advisor (general)

- Advising *
- Study Abroad backup
- Queer/Trans outreach
- DOA/DOP
- MIT advisor
- WASHDOT Intern Program

11 months (out July)

Haley Lowe Prime Time Advisor

- Advising *
- Evening Housing hours
- FYE 1-1's
- Housing workshop series
- Resident Director liaison
- Writing Center/Prime time Tutor Liaison
- Res Assistant training and advising support
- Prime Time Web development
- Homeless student resources

Alt schedule during A/Y
(F) M – 2:00-9, TWTh 9 - 9,
(W/S) M 9-5 TWTh 9-9
8 – 5 break weeks & summer

JoAnne Jackson Advisor (General, E/W, Tribal)

- Advising *
- Evening & Weekend advising
- Liaison for E/W curric info, Dean, and faculty
- Liaison for Community Based Tribal program
- Liaison for Students of Color mentoring seminar
- Conditional Admits Lead

12 mo.
M-Th, 8 – 6
Every other Friday 8 - 5
Weekend hours every 3rd Saturday
8 – 5 break weeks & summer

Peer Advisor Program – Intake and Projects as assigned Provided with training, leadership, diversity competencies

Projects Keep boards current, front desk & Prime Time intake, internship data entry, sort & respond to emails on Advising@evergreen.edu, stats data entry, projects as assigned.