PASS Advisor Application Packet
AY 2014-2015

Application Deadline: Thursday, May 15, 2014
Submit completed application, your resume, and proposed Fall 2014 course schedule to:
Kari Isch, PASS Advising Coordinator, at kari.isch@csus.edu

PASS Advisor Position Description

Requisites:
- Good academic standing, CSUS & cumulative GPA of 3.0+
- Able to work approximately 10-12 hours/week
- Above 30 units (undergraduate students only, first-year students considered with faculty recommendation)
- Earned a B or higher in at least one of the following courses: CHEM 1A, MATH 30, PHYS 11A
- Tentative start date: August 19, 2013

Hours: Not to exceed 10-12 hours per week
Pay: $12 per hour

The PASS Advisors works with Project PASS in the Natural Sciences and Mathematics department at California State University, Sacramento. Project PASS is a program implemented to provide peer advising and assistance to students who may be struggling in gateway STEM (science, technology, engineering and mathematic) courses. In addition, the PASS Advisor provides general advising for GE requirements, graduation requirements, and university procedures. The PASS Advisor is supervised by the PASS Advising Coordinator.

Breakdown of the PASS Advisor position:
*Percentage allotments may vary based on program and office needs.

Early Intervention PASS Advising Program (90%)
Advising students enrolled in STEM courses such as Chem 4, 1A, Math 29, 30, Physics 11A, and Bio 121 who have been identified for PASS Advising. Identifiers may include repeating the course, being in poor academic standing (GPA), or via the professor for academic progress. Each PASS Advisor will be assigned approximately 50 students to advise. The PASS Advisor will work individually with each student to advise and construct an intervention plan. The intervention plans include academic components (ex. tutoring, campus resources, office hours), non-academic components (ex. Financial Aid or Health services referrals), and attendance at an academically related workshop. The PASS Advisor continues to monitor the student’s progress, advise the student throughout the semester, and keep a record of advising interactions. The PASS Advisor will establish advising relationships with each “at risk” student and be a reliable source of information for campus resources, navigating the Sacramento State website and MySacState Student Center, and university policies and systems. The PASS Advisor will provide practical information such as how to complete remediation requirements, preparatory coursework for specific courses and STEM majors, meet unit requirements and make grade point calculations. The PASS Advisor will maintain confidentiality and FERPA regulations in all advising activities and functions.

Other (10%)
Attend all PASS Advisor staff meetings and trainings sessions. Serve as point person for special projects as assigned. Projects may include, but are not limited to, the following:
- Contacting students to make appointments
- Organizing student data
- Outreach advising activities
- Presenting workshops
- Other duties as assigned

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For questions, contact Kari at above email or 916-278-4674
PASS Student Advisor Application  
AY 2014-2015

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<th>NAME</th>
<th>STUDENT ID</th>
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<th>STREET ADDRESS</th>
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I hereby confirm the accuracy of the information included in my entire application packet and allow the Academic Advising Center to verify academic requirements (GPA, academic & class standing):

Student Electronic Signature: ______ Date: _____

Please answer the following questions in the space provided.

1. Please describe your reasons for applying to this position.

2. Please list any advising experience or other special skills you have (mentoring, tutoring, computer knowledge, multi-lingual speaking and writing skills, etc.).

3. Please list any honors, awards, clubs, extra-curricular activities or offices held.

4. Please list any possible commitments for Fall 2014 and Spring 2015 (work, club or leadership activities, etc). Please note that you are limited to working a maximum of 20 hours per week as a student employee at Sacramento State in all jobs combined.

5. Are you a Science, Technology, Engineering, or Mathematic student?
   
   YES ☐ NO ☐
   
   Major(s): _____
   
   Minor(s): _____

6. How did you hear about this position?

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