Undergraduate Peer Advisor 2015-16
Department of Anthropology

Job Description

• Advise students about academic requirements and selection of courses.
• Provides support to students during the registration process; explores various major and career options and work to improve the academic performance of University students.
• Work closely with other advisors, faculty, and staff to provide timely information on course/degree options and University policies.
• Disseminate information on institutional policies and procedures.
• Evaluate and determine the transfer of credits; research course descriptions to determine transferability
• Review unofficial and perform and interpret Degree audits report (DARS)
• Know graduation (undergraduate) requirements.
• Understand the institution’s interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.

Other Duties:
In addition to advising undergraduate students about coursework, advisor may be asked to do some or all of the following:
• Develop a “handbook” of careers that employ anthropological training and create a list of requisite knowledge, skills, and training.
• Identify minors and certificates offered by other departments at the University that provide complementary skills and training that enhance those obtained through anthropological coursework.
• Develop specific interactive materials (both hard and web-based) for students that explain the complementary programs identified and developed and which highlight the value of anthropological training in fields outside academia, and provide students a framework within which they can clearly identify and how to specifically prepare for careers that will take advantage of their anthropological training.
• Support the Anthro Expo conference
• Assist faculty creating internships and/or service learning programs
• Occasionally assist with the main department office and other duties as assigned.

Must be currently enrolled in good standing in the CSUN MA in Anthropology Program.

Application Process: Applicants should forward a current resume and a cover letter to the address below. In addition, the applicant should request two letters of recommendations to be sent directly by the referee, also to the address below. One of the letters must be from CSUN faculty. The resume should include educational background, prior experience, evidence of scholarship, and/or related professional experience. We do not accept electronic applications.

Send applications and letters of recommendation to:
Cathy Costin, Chair
Dept of Anthropology
California State University, Northridge
18111 Nordhoff
Northridge, CA 91330

Application Deadline: August 15, 2015