

Gies Registration Guide

Office of Undergraduate Programs (OUP) Academic Advising
New Student Registration, Summer 2024

PROGRAM DESCRIPTION

New Student Registration (NSR) is required for all first-time freshmen and transfer students admitted to the University of Illinois at Urbana-Champaign. The Office of Undergraduate Programs (OUP) Academic Advising team is looking to hire Gies Registration Guides (Guides) to assist with the daily operations of New Student Registration. Guides can expect to work every Tuesday, Wednesday, Thursdays, and Fridays that a program is scheduled with programs beginning May 29th and concluding in early-mid July. This is an on-campus position which will require Guides to work at the Business Instructional Facility (BIF). Training will be held mid-May.

POSITION DESCRIPTION

Gies Registration Guides will partner with the academic advisors in the Office of Undergraduate Programs during NSR. During the morning session of the program, Guides will work an online registration lab with our international and distance students, manage small in-person student groups providing resource presentations, facilitating group discussions, and giving tours. In the afternoon session, Guides will assist students individually to teach registration platforms and tools while assisting in the course selection process. Guides will not advise on course selection, but rather assist in the selection of course choices provided from the professional Academic Advisor.

Position responsibilities:

1. Work with students individually and assist them with fall course selection.
2. Teach new students how to use online scheduling tools such as Self Service and Course Explorer.
3. Facilitate large and small group discussions with students about academics, resources, and Giesexperiences.
4. Provide a welcoming, inclusive environment for all students and guests.

Required Qualifications:

- Gies College of Business undergraduate student with academic standing of sophomore, junior, or senior

Preferred:

- Strong communication and interpersonal skills
- Familiar with UI Self-Service registration system and Course Explorer
- Knowledgeable about Business Core and General Education requirements
- Team-oriented
- Strong problem-solving skills

Compensation: \$15/hr

Apply here (scan the QR code) by April 19th:

<https://go.illinois.edu/GiesGuideApplication>

Questions: contact Gina Pearson, Academic Advisor, ginash2@illinois.edu

