

Gies Registration Guides

Gies Student Worker Series



Today...

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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 Affairs (OUA) 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, and Thursday** that a program is scheduled, with an **occasional Friday** commitment. This is an on-campus position which will require Guides to work at the Business Instructional Facility (BIF).



New Student Registration

- **May 31st – July 14th & Aug 15th – 16th**
- 800+ incoming Gies Students
- Fall 2023 Course Advising and Registration
- Online and In-Person Services
- Gies Peer Interaction
 - Small Groups
 - College and Campus Resources
 - Course Explorer Gen Ed Search



Position Description

Gies Registration Guides will partner with the academic advisors in the Office of Undergraduate Affairs 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.

Gies Professional Pathway



The Gies Professional Pathway (GPP) is all about helping you explore your interests and develop the skills you need to **meet your professional and personal goals**. Through curricular and co-curricular experiences, you take action to ensure you are developing competencies that lead to professional success and a meaningful career.



Position Responsibilities

Provide a welcoming, inclusive environment for all students and guests

Purpose



Position Responsibilities

Facilitate large and small group discussions with students about academics, resources, and Gies experiences

People Skills



Position Responsibilities

- Work with students individually and assist them with fall course selection
- Teach new students how to use online scheduling tools such as Self-Service and Course Explorer

Professionalism



Required Qualifications

Minimum

- Gies College of Business undergraduate student with good 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 per hour
- Paid bi-weekly



Dates & Deadlines

Application Live, March 6th – March 29th

Training, After finals and May 19th

Start, May 31st



Q&A

Let's pause for questions!

Thank you!