



SOAR ADVISOR APPLICATION SUMMER 2009

DEADLINE: 4 p.m. on Friday, March 6, 2009

Name: _____ Campus ID: _____

Address: _____ Apt# _____

City _____ Zip _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email Address: _____ Units Completed (end of Spr '09): _____

Major: _____ Minor: _____ GPA: _____ (Minimum 2.5)

When you entered CSULB, you were a: _____ Freshman _____ Transfer

I will be enrolled at Cal State Long Beach in Fall 2009: YES _____ NO _____ Spring 2010: YES _____ NO _____

*How did you find out about the SOAR Advisor position? (Please check all that apply)

- Friend /SOAR Advisor Info Session Website Poster/Sign/Handbill W.O.W Marquee/TV
 Tabling Other _____

WHAT IS A SOAR ADVISOR?

SOAR Advisors conduct group advising sessions that focus upon general education, major requirements, selection of appropriate classes and registration. They also lead interactive campus tours and overnight sessions designed to help students become more familiar with the campus, and learn about the different resources, services and opportunities offered at CSULB.

SOAR ADVISOR CRITERIA:

1. Have a cumulative grade point average of 2.5 or greater.
2. Must be in good disciplinary standing.
3. Must be willing and available to be employed for the following times:
 - SOAR 2009 Advisor Training** (June) and Summer 2009 SOAR (June-August)
 - SOAR 2010 Advisor Re-Training** (Tentative) and Winter 2010 SOAR (Tentative)
4. Must have a positive attitude and the ability to work within a team.
5. Must have the ability to work within a culturally diverse environment.

SOAR ADVISOR RESPONSIBILITIES:

SOAR Advisors will be responsible for the following duties:

- Completing all required SOAR training (including spring pre-training)
- Educating students about the University and campus community
- Introducing CSULB policies, procedures, deadlines and student responsibilities
- Leading academic advising workshops and providing small group advisement
- Assisting students in the selection & registration of classes
- Leading campus tours and introducing student support services/resources
- Enforcing hall & campus policies (visitation, quiet hours, alcohol, etc.) during the overnight program
- Other duties as assigned by the SOAR professional staff

SOAR ADVISOR APPLICATION PROCESS:

1. Submit a completed application by **4 p.m. on Friday, March 6.**
2. Submit two (2) personal references from current/former supervisors, CSULB faculty, or CSULB staff (one MUST be from a CSULB faculty or staff member – no family members).
3. Attend mandatory *Group Process Experience* on Friday, March 13 from 1:30-4:30 p.m. in PE 62
4. Schedule an interview with STARS/SOAR upon the completion of the *Group Process Experience*.

COMPENSATION:

The pay range for SOAR Advisors is \$9.00-\$12.00 an hour, depending upon SOAR experience and training. SOAR Advisors will be paid for every hour they work, not to exceed 40 hours a week. Hours worked throughout the summer and winter will be compensated at the determined hourly rate. These hours will be recorded on a sign-in/sign-out basis and will be the SOAR Advisor's responsibility to record hours worked.

Due to the nature of the position, **SOAR Advisors are not permitted to enroll in classes at CSULB or hold other on-campus jobs during their summer employment.** SOAR Workshops run from approximately 7:30 a.m. to 6 p.m. each day, in addition to several overnight sessions.

SELECTION TIME FRAME: (This is a tentative schedule, subject to change)

Monday, January 26 – Friday, March 6	SOAR Advisor Applications Available
Tuesday, February 10 @ 5:00 p.m. (USU-205)	SOAR Advisor Information Session
Wednesday, February 11 @ 11:30 a.m. (USU-205)	SOAR Advisor Information Session
Thursday, February 19 @ 5p.m. (USU-204)	SOAR Advisor Information Session
Friday, March 6 @ 4 p.m.	<i>SOAR Advisor Application Deadline *</i>
Friday, March 13 from 1:30-4:30 p.m. (PE – 62)	Group Process Experience*
Monday, March 16 – 27 (Foundation Bldg, Suite 160)	SOAR Advisor Interviews Begin*
Friday, March 27	SOAR Advisor Interviews Conclude
To Be Announced	SOAR Advisor Mixer/Meeting

* Mandatory – must complete this part of the selection process

QUESTIONS:

Please type your responses to the following questions on a separate piece of paper and securely attach to page 1 of the application. Your answers should be well thought out and thorough – a one sentence answer will not suffice. The completed application will be used in the selection process.

1. Why are you interested in the SOAR Advisor (SA) position?
2. What skills/qualities could you bring to the SA position that would assist new students in making a successful transition to CSULB?
3. Define what *Teamwork* means to you and provide some examples of your experience being a member of a team (i.e. what was your role, how important is teamwork, etc).
4. Tell us about your SOAR experience. What was your impression? What did you like best? What did you like least? What was the most memorable thing about the program?
5. What do you like best about CSULB? Why? What do you like least? Why?

**Return completed application to: STARS/SOAR
6300 State University Drive, Suite 160, Long Beach, CA 90815**

**For questions or more information, contact DeAnn Martz
at dmartz@csulb.edu**

Request for Personal Reference

STARS/SOAR

6300 State University Drive, Suite 160 ☐ Long Beach, CA 90815

Phone (562) 985-5515 ☐ Fax (562) 985-1899

Please return this completed form to the above address/fax by Friday, March 6, 2009.

Candidate's Name (Please Print): _____
(Last) (First) (Middle)

Purpose of Reference & Confidentiality Statement

You have been chosen to serve as a personal reference for the above listed candidate who is applying for a SOAR Advisor (SA) position with California State University, Long Beach's (CSULB) Student Transition and Retention Services/Student Orientation, Advising and Registration (STARS/SOAR) office. This evaluation will be kept in confidence from the candidate, only if the candidate signs below, waiving his/her right to review the reference. The candidate is under no obligation to sign.

Candidate's Signature: _____ Date: _____
Please sign if you waive your right to review the reference.

Reference's Information – Please print responses to the following:

Reference's Name: _____

Position/Title: _____

Contact information: _____ or _____
(Phone) (Email)

How long have you known the candidate? _____ Relationship to Candidate _____

Reference's Signature: _____ Date: _____

SOAR Advisor General Responsibilities & Duties

As a SOAR Advisor, the candidate will be working with incoming CSULB students. They will serve as guides, leaders, facilitators and mentors to students in a group setting, arranged by their chosen major/academic college. The role of the SOAR Advisor is critical in helping students to become familiar with their chosen degree program, and in selecting and registering for classes. They also introduce students to valuable knowledge about the campus community and the services designed to assist them during their time at CSULB. SOAR Advisors help educate students regarding University policies, procedures, deadlines and regulations, and are also empowered to enforce CSULB policies, specifically in the residence hall that houses the overnight SOAR program.

Please complete the reverse side of this form, evaluating and citing your observation of the candidate's skills as specifically as possible. Additional comments are welcome.

-over-

SOAR Advisor Candidate Evaluation

Please use the following scale to evaluate the candidate's skills in each area:

X = No opportunity to observe 5 = Excellent 4 = Good 3 = Average 2 = Below average 1 = Poor

Use the boxes on the right to make specific comments about the candidate's skills in each area.

Interpersonal Skills

Leadership Abilities	X	5	4	3	2	1
Motivation	X	5	4	3	2	1
Initiative	X	5	4	3	2	1
Teamwork	X	5	4	3	2	1
Commitment	X	5	4	3	2	1

Additional Comments:

Management Skills

Decision Making	X	5	4	3	2	1
Time Management	X	5	4	3	2	1
Problem Solving	X	5	4	3	2	1
Stress Management	X	5	4	3	2	1
Punctuality	X	5	4	3	2	1

Additional Comments:

Communication Skills

Written Ability	X	5	4	3	2	1
Verbal Ability	X	5	4	3	2	1
Creativity	X	5	4	3	2	1
Assertiveness	X	5	4	3	2	1
Listening Skills	X	5	4	3	2	1

Additional Comments:

Personal Traits

Self Confidence	X	5	4	3	2	1
Maturity	X	5	4	3	2	1
Ethics	X	5	4	3	2	1
Responsibility	X	5	4	3	2	1
Common Sense	X	5	4	3	2	1
Commitment	X	5	4	3	2	1

Additional Comments:

Would you recommend this applicant for a position that involves extensive interaction with a diverse range of college students?

_____ Highly Recommend

_____ Recommend with Reservation

_____ Recommend

_____ Do not Recommend

Thank you for your time and effort.

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Additional Comments:

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