Under the general supervision of the SEAS Executive Director, the SEAS Advocate will be responsible for providing support to the various students who participate in the seven SEAS Programs. An advocate will serve as a resource to SEAS students by providing academic support, transitional support, and referrals to campus resources. During the academic year, advocates may be assigned to projects, outreach events, and/or administrative duties based on need for support. Advocates will work closely with SEAS Resource Specialists to provide comprehensive peer support within the SEAS Resource Center as appropriate.

**Duties include, but are not limited to:**
- One year commitment is required
- Attend all mandatory training sessions and meetings
- Individual/group mentoring sessions
- Document all direct contacts with program participants
- Facilitation of academic workshops
- Representation at community events
- Providing academic support
- Referrals to campus resources.
- Have a clear understanding of and abide by all university policies, including the “University Code of Conduct”
- Assignment to projects, outreach events, and/or administrative duties
- Assisting SEAS staff in referring students to workshops, events and appointments
- Other duties as assigned

**Minimum Qualifications:**
- Former/current participant in one of the SEAS Programs
- A cumulative GPA of 2.5 or higher
- Outstanding communication skills (written and interpersonal)
- Experience using Microsoft Office
- Ability to work effectively in a team-oriented environment
- Ability to work accurately and efficiently in a fast-paced environment with minimal supervision
- Must be organized, committed, and a self-starter
- Good organizational skills and a commitment to helping students
- Commitment to student success and personal development

**Applicants must be available the following dates:**
August 12th -16th, 2019 (9am-5pm) for training

SEAS is an at-will employer. Federal Work Study (FWS) is not required, but students with FWS are encouraged to apply.

Hours will range between 6-10 hours per week, and begin at a rate of $14 per hour.

If you have any further questions regarding this position, please contact Student Equity and Success (SEAS) at seas@csueastbay.edu.