**Graduate Assistant Job Description**

**University College Academic Advising**

**Appalachian State University**

The University College Academic Advising Center (UC Advising) transitions, engages, and integrates students into the academic cultures at Appalachian State University. The office oversees the development of several specific programs including: PREP: Pre-Registration Engagement Project, New Student Academic Advising, and Academic Advising for undeclared undergraduate students. Effective Fall 2023, UC Advising will advise students in the Professional Studies major all the way to graduation. We are constantly developing new initiatives within these programs to assist our students.

The University College Academic Advising Center is currently seeking a graduate student for an assistantship for the 2024-2025 academic year (with potential for a second year). This position requires a commitment of 20 hours per week.

**General administrative responsibilities include:**

* Participation in our Advisor Training model and mentoring meetings.
* Attending and participating in staff meetings, retreats, or staff development programs.
* Processing required administrative paperwork and reports necessary to document advising services provided.
* Reviewing and understanding information disseminated by the advisors, and the Director of Advising
* Maintaining the confidentiality of student information as required by the university, state, and federal regulations.
* Maintaining regular weekly office hours for 20 hours per week.

**Academic advising duties include:**

* Providing academic advisement to an assigned student population
  + Discussing and clarifying with advisees their academic and career goals by setting short and long-term strategies for understanding and achieving these goals.
  + Assisting advisees with course scheduling, explaining academic policies and procedures, and making appropriate referrals to other academic and student support services including career planning services.
* Researching best practices for advising and facilitating special project opportunities based on University priorities (ex. advising practices to impact retention and graduation of our rural student populations, etc.)
* Working in collaboration with both the Assistant Director and Director as well as university staff and faculty to design and implement PREP and helping to design and edit PREP publications.
* Collaborating with other offices to plan and support New Student Academic Advising programs
* Preparing a pre-New Student Academic Advising communication plan for new students
* Assisting with additional programming as needed

**Compensation and hours**

* 20 hours/week Assistantship
* $5000/semester
* $300 stipend for professional development
* Additional ~$3000 work stipend during our New Student Academic Advising season (typically mid-May through July)

**Preferred Qualifications**

* Master-level student in one of the following areas: College Student Development, Professional School Counseling, Higher Education Administration, or a related field
* Experience in helping relationships (peer mentoring, advising, tutoring, etc.,)
* Involvement in extracurricular and leadership activities in college

**Desired Skills and Competencies**

* Knowledge of and proven use of helping skills
* Independent, motivated, self-starter
* Excellent outreach skills
* Organized, dependable, and the ability to follow through with projects