

**Graduate Assistant Job Description**  
**Psychology Department Academic Advising**  
**Appalachian State University**

Academic Advising supports undergraduate psychology students at Appalachian State University by guiding course selections, helping them build academic plans and set goals, exploring degree options (majors, minors, concentrations), helping navigate university resources, and providing them with an understanding of academic requirements. Psychology advising strives to support both declared and undeclared students and optimize their success.

The Psychology Department Advising Center is currently seeking a first year graduate student for an assistantship for the 2025-2026 academic year. This position requires a time commitment of 10 hours per week.

**General responsibilities include:**

- Participation in our Advisor Training model and mentoring meetings.
- Reviewing and understanding information disseminated by 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 10 hours per week.
- Assisting in the Careers in Psychology course through attendance of specified class meetings and grading related student assignments.

**Academic advising duties include:**

- Providing academic advisement to an assigned student caseload
  - Discussing and clarifying with advisees their academic and career goals helping them set 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.
- Assisting with additional programming as needed.

**Compensation and hours**

- 10 hours/week Graduate Assistantship
- \$4750 combined for the fall and spring semesters (\$2, 375 per semester)

**Preferred Qualifications**

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

**Desired Skills and Competencies**

- Knowledge of and proven use of helping skills
- Independent, motivated, self-starter
- Excellent outreach skills
- Organized, dependable and ability to follow through with projects
- Experience with technology and ability to use online platforms