Qualifications: Full-time graduate student in good academic standing enrolled in the School of Education, Counselor Education program. Experience in academic advising, recruitment, and honors experience would be helpful.

Compensation and Work Schedule:
Commitment: One or two years
Appointment: 9-months/25 hours per week/some night and weekend hours/fall and spring
Start Date: August
Stipend: $11,000
All graduate assistants are granted partial remission of academic and other fees and enjoy certain other benefits provided for University staff. Graduate assistants pay a flat fee per semester or summer session.

Advising Responsibilities (65%):
- Counsel students on Honors policies and procedures.
- Advise students on program requirements: General and Departmental Honors.
- Advise students on a variety of academic topics including: major exploration, career goals, and curriculum issues, transfer work, etc.
- Strategize with students on Honors probation to build success through time management and study techniques.
- Develop and present workshops pertaining to advising.
- Train with honors academic advisor on individual student issues.
- Manage the Seniors Advising Sophomores in Honors (SASH) Peer Mentor Program.
- Oversee 8 SASH advisors and support them in their mentoring and programming.
- Support the Freshmen Peer Mentoring Program.
- Assist the Honors Assistant Director with the hiring process for Honors Ambassadors and SASH Advisors.

Recruiting Responsibilities (35%):
- Meet with prospective families interested in learning about the Honors College.
- Assist with large-scale recruiting events.
- Assist with transcript reviews during the admission process.
- Support continuing student and freshmen orientation initiatives.
- Other duties as assigned.

Knowledge, Skills and Abilities: Interpersonal skills; written and oral communication skills; ability to work collaboratively with students, staff and faculty; ability to maintain confidentiality; ability to multi-task and work with a diverse student population.

If you have any questions about the position, please contact the Calhoun Honors College below.

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