College of Behavioral, Social and Health Science & College of Education
Division of Collaborative Academic Services
Academic Advising Center

Graduate Teaching Assistant

Qualifications: Full-time graduate student in good academic standing majoring in the College of Education Counselor Education program (Student Affairs concentration). Experience in counseling and recruitment would be helpful. Successful candidates must be able to take direction on projects and work within the established guidelines for the College of Behavioral, Social and Health Science (CBSHS) and College of Education (CoE) advising. Additionally, the candidate must be able to assess situational needs and take appropriate action as needed to reach positive outcomes.

Compensation and Work Schedule: $8.70 per hour
20 hours per week
Monday – Friday
Two-year commitment preferred, could include summers
Requires occasional night and weekend hours

Advising/Teaching Responsibilities:

1. Working in conjunction with the full-time academic advising staff, assist with advising responsibilities for freshmen and sophomore students majoring in programs within the College of Behavioral, Social and Health Science (CBSHS) and College of Education (CoE). Majors include Nursing, Health Science, and Parks, Recreation and Tourism Management (PRTM), Communication, Sport Communication, Psychology, Sociology, Anthropology, Criminal Justice, Elementary Education, Early Childhood Education, Special Education, Secondary Education, Science Teaching, and Mathematics Teaching.

2. Assist with advising for prospective applicants to the competitive change of major process for designated major(s). Assist the primary advisor(s) with the creation, distribution and collection of the applications for both competitive change of major process.

3. Participate in activities such as freshmen and transfer Orientation, Fall Blitz, Spring Blitz, Admissions phone-a-thon, and other recruiting and special events as needed representing CBSHS and CoE programs.

4. Assist with the CBSHS and CoE study abroad initiative(s).

5. Assist with projects to support the mission of the CBSHS and CoE and the Center as identified.

Please forward a resume to: Stacey Marcus
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864-656-5514

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