CBBS Academic Advising Center Graduate Assistant Support

CBBS Academic Advising Center seeks a Graduate Assistant for a year or more to gain experience in a wide variety of student services activities including academic advising, orientation planning and execution and BUS 1010 classroom support.

The position is for 14 to 28 hours per week. Estimated at 1040 hours.

**BUS 1010 Classroom support (~20%)**

BUS 1010 assigns students to plan their next three terms of classes. The learning goals of this exercise:

- Effective planning of Academic Progress
- To communicate your thoughts on selecting your intended major
- Importance and utility of the Undergraduate Announcements
- Importance and utility of DegreeWorks
- Importance and utility of Transfer Course Equivalency List (TCEL)
- Importance of following explicit instructions

The graduate assistant will help grade the academic advising homework. This assignment is turned in the fourth week of the semester and must be graded prior to when mid-term grades are due—week 8. The grading assignment requires a full understanding of the business curriculum, general education requirements, transfer equivalencies, Degree Works and other student-centered requirements. The essential steps of the task are:

- Check submission for correct components and order
- Check that courses from transcript are correctly transcribed to the Intended Major Worksheets of the submitter—completed courses are lined through.
- Confirm that Degree Works is properly built—matches Intended Major Worksheets and all fields are properly populated.
- Check the worksheets are labeled properly and are the correct academic year
- Confirm that planned and back-up classes are properly marked and do not violate pre-requisites
- Check that GEN ED classes have sufficient number of alternatives and do not violate pre-requisites
- Confirm proper use of TCEL for classes planned in the summer
- Grade accuracy of planning for next three terms (Fall, Spring and a summer)

The Graduate Assistant may help instructors in other areas such as lesson development, lesson delivery, class announcements and social media.

**Orientation Planning and Execution (~35%)**

- Planning for and supporting five weeks of concentrated orientation sessions during the summer and two days of orientation in January
  - Helping new freshmen and transfer students plan their first semester
  - Helping new freshmen and transfer students register for their first semester
**Student Services Activities (~10%)**
- Supporting activities of The Community for Undergraduate Business Behavioral Science (CUBBS)
  - Living Learning Community.
    - Assist coordinator in oversight of CUBBS Leadership Committee
      - Plan CUBBS annual awards banquet with CUBBS leadership team
      - Update social media (Twitter, Google Docs, Facebook)
      - Support recruiting of potential CUBBS students
      - Maintain and update CUBBS web presence
      - Serve as initial point of contact for CUBBS members
    - Teach/Lead CUBBS events
    - Support CUBBS survey and assessment

**Academic Advising: (~20%)**
- Providing pre-registration academic advising to students in the Pre-Business Program and first semester Behavioral Science Students. In the fall, more than 1,100 students receive pre-registration advising. The candidate would be expected to provide high quality, FERPA-compliant academic advising to a select group of students.
  - Meeting preparation
    - Prepare contact sheets
    - Prepare Degree Works
    - Prepare Change of Major (if necessary)
    - Prepare Academic Forgiveness (if necessary)
    - Prepare Worksheets
  - Meet with students
    - Understand student’s status and direction
    - Review items on the contact sheet with student
    - Review Degree Works
    - Review Academic Forgiveness and Change of Major (if necessary)
    - Review Worksheets with students
    - Meet with full-time advisors to review files

**Marketing and Administration (~5%)**
- Managing social media accounts for Academic Advising Center

**Student Recruiting (~10%)**
- Assist with family visits
- Assist with recruiting endeavors
  - Fall Blitz
  - Spring Blitz
  - Discover
  - Experience