

College of Behavioral, Social and Health Sciences  
Division of Collaborative Academic Services  
Academic Advising Center Graduate Assistant

The College of Behavioral, Social and Health Sciences' Academic Advising Center Graduate Assistant will gain experience in a wide variety of student services activities including freshman and transfer student orientation, academic advising, and retention initiatives. This individual will work as an essential staff member in conjunction with full time advisors

**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) 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

**Specific Duties/Responsibilities:**

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). Majors include Nursing, Health Science, and Parks, Recreation, and Tourism Management (PRTM), Communication, Sport Communication, Political Science, Psychology, Sociology, Anthropology, and Criminal Justice.

- Assist with advising for students interested in changing their major through the process for assigned major(s)
- Assist in providing pre-registration advising to students in assigned major(s) in the fall and spring semesters. Provide high quality, FERPA-compliant academic advising to each student
- Advise freshmen and transfer students during orientation
- Participate in activities such as freshmen and transfer Orientation, recruiting efforts such as Spring Blitz, Admissions Twitter Q&A, prospective student visits, and other recruiting and special events as needed representing CBSHS.
- Assist with projects to support the mission of the CBSHS the Academic Advising Center as identified.

Please forward a resume to:  
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