

Graduate Assistant, Mentor Programs and Advising Calhoun Honors College

Qualifications: Full-time graduate student in good academic standing enrolled in the College of Education, Counselor Education program. Experience in academic advising, mentoring programs, 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: July 10, 2019

Stipend: \$13,000

Supervision Responsibilities (50%):

- Supervise the Wellness Ambassadors program and Seniors Advising Sophomores in Honors (SASH) Peer Mentoring Program
- Oversee 9 Wellness Ambassadors and 10 SASH Advisors in their programming and drop-in meetings
- Assist the Director of Advising and Recruitment with the recruitment and selection process for SASH Advisors and Wellness Ambassadors
- Plan and facilitate trainings for both programs

Advising Responsibilities (35%):

- 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, curriculum issues, transfer work, etc.
- Strategize with students on Honors probation to build success through time management and study techniques
- Develop and present workshops related to advising

Recruiting Responsibilities (15%):

- 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

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.

Katie Maxwell
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