

Health Professions Advising Graduate Assistant Position

The Graduate Assistant works with the staff in the HPA department to provide comprehensive academic advising services for new, prospective, transfer, deciding, pre-professional undergraduate and Alumni students, participates as professional staff in office programs and functions including student orientation, advising presentations, individual advising appointments, Tigers On Call event, liaison for all HPA student organizations and serves on internal committees/work groups when applicable. The HPA coordinates various success programs & workshops, as well as serves as a general resource for students interested in any Health Professions career at Clemson University.

This is a 12-month position- \$11,354.00 – 28 hours per week
Start Date May 2019

Office Duties

Our Graduate Assistants perform a wide variety of duties and tasks for the office. Below are expected duties of a Graduate Assistant in HPA (Health Professions Advising)

1. Advise Pre-Health undergraduate students (approx.. 2100+)
2. Assist with orientations for all incoming students through individual advising and enrollment appointments
3. Utilize several types of software and technology systems to perform daily work tasks and to help with strategic office initiatives
4. Learn and utilize the Appreciative Advising and Strengths Based advising philosophies and models
5. Practice personal and academic wellness through calendar management and supervisor support
6. Apply what you are learning in the classroom to day to day work (theory to practice)
7. Participate in continual professional development opportunities on and off campus
8. Participate in a wide variety of office committees
9. Collaborate with several offices on campus and liaise with one or more academic units
10. Participate in Pre-Health related discussions, trainings, and development opportunities
11. Understand and implement federal, state, and university laws and policies (i.e. FERPA)
12. Collaborate with a student's support system to help provide a holistic experience (i.e. Family, Student Housing, Instructors, etc.)
13. Other duties as assigned by HPA Director