

THE UNIVERSITY OF KANSAS
School of Education Advising Center
Academic Advising (Pre-Education) Graduate Assistantship

General: The Academic Advising (Pre-Education) Graduate Assistant (paid) will assist the Director and Senior Advising Coordinator with advising, recruitment, and new student orientation.

Responsibilities include but are not limited to the following:

1. Advise pre-education students and those admitted to the School of Education.
2. Assist with the planning and coordination of new student orientation.
3. Assist with the planning coordination of Junior, Senior and Transfer Visit Days.
4. Assist with the planning and coordinating of recruitment.
5. Assist in monitoring the accuracy of advising material.
6. Assist with the development of programs for transfer students.
7. Meet with prospective students and their guests.
8. Serve as a liaison between faculty, students and advising center.
9. Present material in large group setting.
10. Assume special assignments and other duties as designated by the Director and Coordinator of Advising.

Required Qualifications:

1. KU graduate student enrolled, and in good academic standing, in the Higher Education masters degree program.
2. Ability to work hours that complement the work schedule of current staff and peak times in the School of Education Advising Center.

Preferred Qualifications:

1. Previous experience with orientation or related student affairs programs.
2. Previous experience with advising.
3. Previous experience with coordinating and executing student programs.
4. Demonstrated ability to organize information and schedule activities.
5. Demonstrated verbal and written communication skills.
6. Demonstrated ability to work independently.
7. Demonstrated knowledge of University offices and academic programs.
8. Comfort with public speaking.
9. Experience in education, recreation or exercise science.
8. Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases

Hours: 50 -75% time per week during academic year; potential 100% time per week during summer, two year commitment preferred.

Start Date: August 2017 (any summer 2017 start is an option, and would be preferred)

Contact: Sony Heath, Senior Advising Coordinator

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The university encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.