

**THE UNIVERSITY OF KANSAS**  
**School of Education Advising Center**  
**Academic Advising Graduate Assistantship**

**General:** The Academic Advising (Health, Sport, and Exercise Science) Graduate Assistantship (paid) will assist the Director of Advising, Senior Coordinator of Advising, and Advising Specialist, 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, specifically students admitted to the majors within the Health, Sport, and Exercise Science department.
2. Work closely with faculty and staff in the Health, Sport, and Exercise Sciences Department.
3. Assist with the planning and coordination of new student orientation.
4. Assist with the planning and coordination of Crimson & Blue Days.
5. Assist with the planning and coordination of recruitment.
6. Assist in monitoring the accuracy of advising material.
7. Assist with the development of programs for transfer students.
8. Meet with prospective students and their guests.
9. Serve as a liaison between faculty, students and the advising center.
10. Present material in large group settings.
11. Assume special assignments and other duties as designated by the Director, Coordinator, and Specialist.

**Required Qualifications:**

1. KU graduate student enrolled, and in good academic standing, in the Higher Education Administration master's 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 teacher education, health sciences, or exercise sciences.
10. 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 2018 (any summer 2018 start is an option, and would be preferred)

**Contact:** AJ Rain, Advising Specialist – Health, Sport, and Exercise Science

**The University of Kansas in 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**