

THE UNIVERSITY OF KANSAS
Undergraduate Advising Center
Graduate Assistant Position Announcement

Description: The Graduate Assistant works with the staff in the UAC to provide comprehensive academic advising services for new, prospective, transfer, deciding, and pre-professional undergraduate students, participates as professional staff in office programs and functions including student orientation, advising presentations, individual advising appointments, and serves on internal committees and work groups when applicable. The UAC coordinates various academic success programs and serves as a general resource for students interested in any undergraduate major or program at KU.

Responsibilities include but are not limited to the following:

1. Provide individual academic advising to undergraduate students.
2. Deliver academic advising during the academic year and for summer, fall and spring orientation.
3. Assist with Undergraduate Advising Center programs (e.g., summer orientation, transfer students, early warning systems, academic probation, etc.).
4. Serve as a member of a small cohort of graduate assistants in the office and have an opportunity to mentor first-year graduate assistants in the second-year.
5. Utilize technological resources to advise and assist students including the Advising Tool, Enroll & Pay (PeopleSoft/Oracle), Blackboard and Jayhawk GPS (EAB).
6. Perform other duties as assigned.

Opportunities include but are not limited to the following:

1. Ability to apply theory into practice such as several student development theories, Appreciative Advising theory and Strengths Based Advising.
2. Serve on committees outside the Undergraduate Advising Center as needed, such as Student Conduct Hearing Board and Financial Aid Appeals Committee.
3. Opportunities to Co-teach UNIV 101 or EPSY 310

Required Qualifications:

1. KU graduate student in good academic standing enrolled for the 2018-2019 academic year in the Higher Education (Student Affairs) Master's Degree Program. Students in similar programs may also be considered.
2. Ability to work hours that complement the work schedule of current staff.
3. Demonstrated verbal and written communication skills as evidence by application materials.

Preferred Qualifications:

1. Previous experience with academic advising or related student services programs.
2. Previous experience with new student programs.
3. Demonstrated ability to organize information, schedule activities, and work independently.
4. Ability to learn and understand academic requirements.
5. Strong interpersonal skills and ability to relate to a diverse group of students, staff, and faculty.
6. Basic computing knowledge and experience.

Additional Information:

1. Current Positions Open: 1 starting May 2019
2. Appointment: 50% (20 hours per week)
3. Length of Appointment: May 2020 - May 2021 (two year commitment preferred)
4. Starting Salary: \$512 bi-weekly (Students outside the Higher Education Program will be paid at an hourly rate)

Contact

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