



**Graduate Assistant for Advising and Support Services in the Office of Teacher Education (half-time assistantship; 10 hours/week)**

**General Description**

The Office of Teacher Education in the College of Education serves as the focal point for undergraduate student advising and support services for students who are Elementary, Secondary, or Educational Studies majors. After undergoing advising training, the graduate assistant will work closely with the Assistant Dean for Advising and Student Services in a variety of activities related to advising and student support services, including group and individual advising, meetings with prospective students and their parents, event planning, and updating of advising materials for students and faculty.

**Specific Responsibilities**

- Assist in conducting group advising and information sessions for new students
- Provide regular advising each semester to a caseload of students on probation or in need of assistance
- Assist the Assistant Dean in providing support and leadership for activities and events
- Meet with and provide information to prospective students and their parents
- Assist in updating and developing advising materials given to students

**Qualifications**

- Excellent written and oral communication skills
- Ability to take initiative and problem-solve
- Strong computer skills including Microsoft Office
- Ability to multi-task and prioritize
- Excellent attention to detail
- Ability to work collaboratively as well as independently
- Previous experience in student services in a college setting preferred
- Knowledge of and/or experience with teacher education not required but a plus

**Remuneration: \$10,000.00 stipend and a 6 credit scholarship per year.**