

University of Northern Iowa

Office of Academic Advising

Position Title: Graduate Assistant for Academic Advising

Reports to:

David Marchesani
Office of Academic Advising
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Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Evening work may be required with this graduate assistantship position.

Compensation:

- Full assistantship salary for 2018-19 is \$5,176 per semester.
- Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- The Graduate Assistant may have the **opportunity to be hired as a student employee during the week prior to the start of the fall (week of August 13, 2018) and spring (week of January 7, 2019) semesters** to assist the Office of Academic Advising with new student orientations and registration and in-office academic advising. Specific days/hours to be worked during those weeks would be determined by mutual agreement between the student and the graduate assistant supervisor.
- For more information on the Graduate Assistantship System and procedures: <http://www.grad.uni.edu/assistantships/>

Position Description:

- Provide **individual first-year student guidance for academic/career decision making and semester registration** during the academic year and at new student orientations.
- Promote the services of the Office of Academic Advising to **students considering or changing majors** through campus-wide outreach, development of resources, and presentations. This position will also be a lead in the initial intake and interactions with students wanting to discuss a change of major through the Office of Academic Advising.
- Coordinate the events of the **Office of Academic Advising / Gilchrist Hall Open House** (fall semester), **Advising Week** (fall semester), and **Love My Major Month** (spring semester).
- Develop communications, engagement, and programming opportunities for **first-year off-campus students**.
- Expand and coordinate **programming and outreach related to student success, transitions to college, academic advising / course registration** for campus-wide student populations.
- Assist with **program development and coordination for major and career exploration** for both first-year and deciding/undecided students.
- Create and maintain **academic / major and career decision-making communications and resources** for students in both electronic and print formats.
- Cultivate, research, and maintain **The P.A.S.S. (Panther Advice for Student Success) blog**, the **Office of Academic Advising Facebook page**, and **other social media** to include postings on student transitions and success, as well as with academic and career-related information from all academic programs across campus.
- Attend and participate in designated **advisor development and planning meetings / activities**.

Office of Academic Advising Overview

- The Office of Academic Advising is part of the Academic Affairs Division providing services to assist students in achieving personal, academic, and career goals at UNI.
- The Office focuses on student populations in transition - first year students, students exploring major options or “deciding” students, students seeking alternate majors, and students reassessing their current academic situation (e.g. students re-admitted after suspension and students on academic warning or probation).
- Our mission is to help students clarify life / educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties.
- In addition, the Office of Academic Advising coordinates undergraduate academic advising for all new student orientations and campus-wide advising events, as well as promoting and developing academic advising resources for both students and faculty / staff academic advisors participating in the Intake Model.

- More information about the services, programs/events, and resources provided by the office of Academic Advising for both students and university faculty and staff can be found at <http://www.uni.edu/advising>

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
 - Postsecondary Education / Student Affairs graduate program is preferred.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- **Must have prior undergraduate experience at the University of Northern Iowa as either an Office of Academic Advising Peer Academic Advisor in Residence (PAIR) or as a Summer Orientation Staff member.** For a student who does not possess such experience, they can choose to meet this requirement through a Summer Orientation and New Student Registration internship with the Office of Academic Advising prior to the start date of the graduate assistant experience.
 - *Please note: The nature of this position requires prior experience in academic advising related opportunities at the University of Northern Iowa or equivalent training to provide quality and accurate information as well as meet the expectations for academic advising by undergraduate students.*
- Candidate should possess excellent oral and written communication skills, strong interpersonal and organization skills, and a demonstrated ability to be self-motivated and to conduct oneself in a professional manner.
- Individual should have a strong interest in academic advising and working with first-year students as a future career direction.

Application Process and Deadline:

Candidates in the ***Postsecondary Education: Student Affairs program***:

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates ***outside of the Postsecondary Education: Student Affairs program***:

To apply, e-mail the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>), resume, and cover letter to David Marchesani (Office of Academic Advising / 102 Gilchrist Hall / david.marchesani@uni.edu). **Applications must be received by**

This position is **FILLED** for the 2018-19 academic year.