Brief Position Description:

THE UNIVERSITY OF KANSAS
Undergraduate Advising Center
Graduate Assistant
Position Announcement

The Undergraduate Advising Center (UAC) provides comprehensive academic advising services for new, transfer, deciding, and pre-professional students. The UAC coordinates various academic success programs and serves as a general resource for students interested in any undergraduate major or program at the University.

Graduate Assistant (brief description)
Graduate Assistants in the UAC advise undergraduate students and participate as professional staff in office programs and functions including new student orientation, advising presentations, individual advising appointments, and serving on internal committees and work groups when applicable.

Contact
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Full Position Description:

THE UNIVERSITY OF KANSAS
Undergraduate Advising Center
Graduate Assistant
Position Announcement

General: The Graduate Assistant will work with the staff in the Undergraduate Advising Center to provide comprehensive academic advising services for new, transfer, deciding, and pre-professional students.

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 EAB/Student Success Collaborative.
6. Perform other duties as assigned.

Opportunities include but are not limited to the following:
1. Assigned a coordinator role for program responsibilities based upon strengths and interests of candidate and needs of the office.
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 teach or co-teach UNIV 101 or ESPY 292.

Required Qualifications:
1. KU graduate student in good academic standing enrolled for the 2016-2017 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.

Appointment: 50% (20 hours per week with option of 29 hours per week during peak office months)
Length of Appointment: August 2016 - May 2018 (two year commitment preferred)
Salary: $490 bi-weekly
   (Students outside the Higher Education Program will be paid at an hourly rate)

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.