Position Description
Advisement Graduate Assistant
First-Year Experience

General Description
The Advisement Graduate Assistant supports the work of the First-Year Experience (FYE) office through serving as an academic advisor for undeclared students, assisting in the administration of undeclared student advisement and performing other duties as assigned by the Assistant Director for Advisement and Programming or the Director. The FYE Graduate Assistant is a currently enrolled, full-time student in a Georgia Southern University graduate program. The FYE Graduate Assistantship is an academic year position which generally begins in the Fall semester and continues into the Spring, although continuance in the position requires satisfactory job performance and maintaining good academic standing (3.0 GPA). A summer assistantship is also currently available.

Position Requirements
- A strong desire to work in a dynamic student-centered environment
- Desire to work with undergraduate students in 1:1 and group settings
- Professionalism, attention to detail, and strong communication skills
- Ability to work without constant supervision
- Availability to work 20 hours per week within the hours of 8:30am and 4:30pm.
- Willingness to learn about student development through advisement and programming

Academic Requirements
- Unconditionally accepted into a Graduate School program
- Cumulative 3.0 GPA
- A minimum of nine hours per semester unless a waiver is obtained through the Graduate School
- Interest in Higher Education, Customer Relations, Counseling or related field preferred.

Remuneration
The stipend for this position is $7,750 per academic year (fall and spring), paid monthly according to the schedule developed by the Graduate School. Summer positions, while not guaranteed are also expected to be available. Reduced tuition (all but $25 of standard in-state or out-of-state tuition) is also provided (note: premium tuition charged in some programs is not covered). Graduate assistants are responsible for all student fees, which are in addition to tuition. As this position is classified as a graduate assistantship, Georgia Southern University employee benefits are not provided. Graduate assistants who serve a second year will receive a onetime $800 supplement for the academic year over the base stipend.

Duties and Responsibilities
The Graduate Assistant is administratively responsible to the Assistant Director for Advisement and Programming within First-Year Experience. The Graduate Assistant works twenty (20) hours a week in the First-Year Experience office assisting the Assistant Director for Advisement and Programming. Specific duties and responsibilities include (but are not limited to):

A. Academic Advisement
• Conduct scheduled academic advisement sessions with undeclared students
• Guide a shared caseload of students through complex policies, procedures and curriculum requirements.
• Facilitate undeclared student changes of major, including degree evaluations
• Answer general registration, advisement and major exploration questions

B. Administration of Academic Advisement
• Assist the Assistant Director for Advisement and Programming with organization, preparation and evaluation of student files, advisement forms, changes of major, etc.
• Assist the Assistant Director for Advisement and Programming with external communication efforts, to include participation in Majors Fair and other major exploration programming, Admissions receptions and open houses, Honors Visitation Days, and guest lecturing in FYE 1220 sections.
• Facilitate group workshops and presentations related to undeclared advisement and major exploration.
• Assist the Assistant Director for Advisement and Programming with mass communication efforts including email, telephone and/or other types of contact with undeclared students.

How to Apply
Graduate students wishing to be considered for this GA position must be regularly admitted, have a formal application on file with the Graduate School and submit a separate cover letter and resume to:

    Shane Clark M.S.
    Assistant Director for Advisement and Programming
    sclark@georgiasouthern.edu

The cover letter should address the applicant's qualifications in relation to the specific position description for which he or she is applying.

FYE anticipates screening applications and offering a first round of interviews in mid-March. Check the following URL for updates concerning the search:
http://academics.georgiasouthern.edu/fye/grads/