



<b>Department:</b>	Student Success Center
<b>Position:</b>	<b>Academic Advising Graduate Assistant</b>
<b>Hours/Week:</b>	19.5
<b>Contract Dates:</b>	August 7, 2023 - May 3, 2024
<b>Supervisor:</b>	Danny Gourley Fischer
<b>Supervisor Contact:</b>	<a href="mailto:dgourleyfischer@eiu.edu">dgourleyfischer@eiu.edu</a> 217-581-7412
<b>Benefits:</b>	\$ 1000/Month

### **Duties and Responsibilities: Academic Advising Graduate Assistant**

The Graduate Assistant (GA) works with the Director/Advisors in the Academic Advising office to provide selected academic advising services for new, prospective, transfer, and undergraduate students. This GA participates as pre-professional staff in the office and will create/present at special programs, conduct Resident Hall outreach, and attend functions including transfer/new student orientation, advising presentations, and individual advising appointments.

- Attend Mandatory Professional Staff Training scheduled for August.
- Provide selected academic advising services for new, prospective, transfer, and undergraduate students. Learn and utilize the Appreciative Advising and Strengths Based advising philosophies and models.
- Assist with social media accounts for Academic Advising.
- Cover reception for Academic Advising on occasion.
- Co-Teach a University Foundation course (EIU1111).
- Respond to Academic Alerts for assigned students.
- Develop and facilitate workshops each semester (Resident Hall/Tutoring Center).
- Assist Director in organizing Advising tasks for the Campus Advising Network (CAN) and assist with best practice research and data collection.
- Assist in facilitating student leadership activities.
- Assist with Early Alert though the campus
- Build relationships with Resident Assistants in the Resident Halls (Early Alerts)
- Attend some staff meetings and special orientations (Transfer/New student/Open House).
- Collaborate with a student's support system to help provide a holistic college experience.
- Perform other duties as assigned by the Director of Academic Advising and Dean of Student Success.

### **Special Qualifications:**

- Experience working with First-generation and ethnic minority students
- Involvement in undergraduate student organizations
- Familiarity with social media platform and ability to assist with communication and marketing