OPEN POSITION: Graduate Assistant Academic Advisor (1-3 positions)

Position Requirements: Hourly position for the Daniels College of Business Office of Undergraduate Programs

Work Commitment: 10 – 20 hours/week, occasional evening hours during advising/registration periods

Pay and Benefits: $20/hour

Supervisor: Greg Grauberger, Director Academic Advising Daniels Office of Undergraduate Programs

JOB DUTIES:
Advisors will provide varied accessibility and formats (1:1, 1: many) in order to meet caseload demand, including individual, group, first-year, late night, drop-in, and satellite advising sessions. Outside of Advising and Registration Period, the majority of advising appointments should be developmental in nature and include discussion around academic progress, career/internship development, and Daniels events/engagement. Create opportunities to scale advising to larger groups while maintaining integrity and necessity of engagement. Advisors will message caseloads promoting early contact to foster communication, level demand, and reduce email volume. Student contact will include detailed documentation in banner and/or personal records for consistency in advising and accurate tracking.

Required Qualifications:

Education: Preference will be given to students with an interest in university level administration and student services, with a specific interest in student development and academic advising.

Special Knowledge, Skills, and Abilities: Ability to work in very fast-paced environment with undergraduate students of all abilities and backgrounds. Disseminate advice to facilitate academic, professional and personal growth. Must understand and protect confidential information.

TO APPLY: Send an email with professional letter of application and your resume or CV to Greg Grauberger ggrauber@du.edu or McKenzie Mohler mckenzie.mohler@du.edu.

Deadline to Apply: March 10, 2016. Fall 2016 quarter starts Monday, September 12, 2016. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: All work hours and schedules will be coordinated and agreed upon with the Supervisor.