

**Academic Advising Graduate Assistant**  
**Academic Advising – Academic Hall 057 or Polytech 301**

**Position:** Graduate Assistant Academic Advisor (**1 year**)  
**Fall 2022**

**Required qualifications:** Eligibility for a Graduate Assistantship

**General Responsibilities:** Provide individual assistance in enrollment and advising for exploratory (undeclared) students and/or advise and assist students in the Harrison College of Business and Computing, Holland College of Arts and Media, College of Humanities and Social Sciences assigned to the advising office. Assist the director and/or assistant director with the advisement of students, participate as a peer advisor for PASS Program, First STEP Orientation advising sessions, and recruitment activities such as Show-Me Days. Assist with implementing programs designed to enhance retention, such as academic coaching and peer advisor programs.

**Specific Responsibilities:**

1. Engage advisees in a process of developmental advising, which aids them in achieving educational, career and personal goals. Related duties:
  - Assist any advisee with routine enrollment activities such as course registration and change of class schedule (drop and add).
  - Teach advisees how to access a degree audit using Degree Works and emphasize the importance of using the audit as a tool for course planning and graduation.
  - Engage in program evaluation to identify strengths and weaknesses of the Center for Academic Advising and assist in the refinement of the developmental advising process.
  - Encourage advisees to complete satisfaction surveys and assist in the compilation of data and reports associated with student satisfaction.
  - Complete advising notes and other paperwork necessary in the course of completing the duties outlined here.
2. Engage advisees in a process of developmental advising, which aids them in achieving educational, career and personal goals. Related duties:
  - Assist any advisee with routine enrollment activities such as course registration and change of class schedule (drop and add).
  - Teach advisees how to access a degree audit using Degree Works and emphasize the importance of using the audit as a tool for course planning and graduation.
  - Engage in program evaluation to identify strengths and weaknesses of the Center for Academic Advising and assist in the refinement of the developmental advising process.
  - Encourage advisees to complete satisfaction surveys and assist in the compilation of data and reports associated with student satisfaction.
  - Complete advising notes and other paperwork necessary in the course of completing the duties outlined here.

***Interested applicants should send a resume with 3 professional references and a cover letter to Amanda Eller at [aeller@semo.edu](mailto:aeller@semo.edu).***