Academic Records & Advisement Resources

G.A. Position: Academic Records & Advisement Resources  
Department: Academic Records & Registration  
Supervisors: Connie Edwards/Nancy Welch

Job Description:

The Graduate Assistantship in the Office of Academic Records & Registration coordinates a variety of services and programs to aid student learning and success.

Job Functions/Responsibilities:

- Utilize excellent communication skills to conduct individualized and small group college success skills workshops (time management, note-taking, memory, test preparation, etc.),
- Conduct Degree Audit/Liberal Studies presentations in FYRST Seminars and informational sessions.
- Show superb attention to detail and organizational skills in order to prepare resources for all student and faculty workshops, training sessions, video presentations, etc.
- Assist in updating help documents and videos for our student and faculty/advisor portal (MySRU).
- Assist with the maintenance and updating of documents for the Majors and Minors web pages.
- Provide students with critical information on the Liberal Studies Program and basic advising timelines and procedures.
- Demonstrate excellent technical skills and attention to detail for assisting with degree audit and student educational planner software.
- Coordinate the Successful Learning Guide and Parent Resource Guide publications, includes the following:
  - Collaborate with multiple offices to update the information in the guides
  - Collaborate with Public Relations to revise the layout
  - Take photos of the campus (optional)
- Assist in the coordination of the Orientation Advisors training materials and materials for the days of orientation
- Assist in the coordination of room assignments, orientation reports, etc. for seven orientation sessions
- Supervise student workers and assignments.

Desired Qualifications:

- Excellent written and oral communication skills
- Excellent technology and computer skills
- Strong organizational skills
- Strong attention to detail
- Good work initiative and ability to work independently
Graduate Student Outcomes:

- Application of research skills as applied to student learning and development and academic progression
- Development of presentations (PowerPoint’s, Videos)
- Application of technology (Word, Excel, PowerPoint, etc.)
- Program planning and implementation
- Presentation skills

Appropriate SRU Graduate Majors:

- Student Affairs in Higher Education & College Counseling
- Clinical Mental Health Counseling
- Special Education
- Elementary Education
- Secondary Education

Supervisor’s Expectations:

- The student would be expected to work 17.5 hours per week, Monday through Friday. These hours would be during the traditional office hours, 8:00 am – 4:30 pm.
- There will be occasional Saturday programs for the Spring Orientation Programs.
- It is preferable the student be available to work mid-May through June during the new student summer orientation program.

Contact Information:

Connie A. Edwards, Director               Nancy Welch, Associate Director
Academic Records & Registration           Academic Records & Registration
Slippery Rock University                  Slippery Rock University
Slippery Rock, PA 16057                   Slippery Rock, PA 16057
Phone (724) 738-2226                      Phone (724) 738-2420
Fax (724) 738-2936                        Fax (724) 738-2936

constance.edwards@sru.edu                  nancy.welch@sru.edu