Job Description – Present a one paragraph description of the purpose for this position.

The Academic Advisement Center which is part of the Department of Academic Services provides students, faculty, and administrators with academic information concerning University advisement programs, policies, procedures, and services. The Center further provides new students with an academic orientation to the university, houses the Exploratory Studies program, provides services for faculty advisors and training for new faculty and continuing faculty who teach the FYRST Seminar, coordinates the peer leader program for the FYRST Seminar, and assesses both the peer leader program and university advisement processes. The Center is also responsible for coordinating the FYRST Seminar/Learning Community Cluster initiative. This Initiative includes the development and coordination of the academic LCCs, assessing the success of the FYRST Seminar course, and recruiting and training faculty to teach the courses.

Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

- Coordinate the peer leader program for the FYRST Seminar.
- Assist in the recruitment, hiring, training and monitoring of the FYRST Seminar Peer Leaders.
- Assist in the evaluation of peer leader program.
- Assist with the MAP–Works program, training the FYRST faculty and peer leaders in the use of MAP–Works to improve the retention of students.
- Prepare and Present College Skills Workshops for the department.
- Serve as a student presenter in the FYRST Seminar Program on topics such as academic advising, registration, and MAP–Works.
- Assist in evaluating the FYRST Seminar program and making improvements.
- Serve as a peer assistant to a faculty member in the FYRST Seminar class.
- Provide students with critical information on the Liberal Studies Program and basic advising timelines and procedures.
- Conduct on–going first–year student research.
- Utilize excellent communications skills to conduct individualized and small group focused college success skills workshops (time management, note taking, memory, test preparation, final exams, etc.) and advisement informational sessions.
- Maintain contacts with faculty and students prior to the implementation of programs and workshops.
- Show superb attention to detail and organizational skills in order to prepare resources for all students and faculty workshops and training sessions and assist with the set–up on the day of the workshop/training sessions.

Desired Qualifications – List the

- Excellent written and oral communication
experiences and/or abilities you wish an applicant for this position to have.

- Excellent knowledge of technology and computer skills.
- Excellent people skills.
- Strong organizational skills.
- Good work initiative and ability to work independently.

### Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.

- Program planning and implementation
- Academic advising
- Teaching experience with the FYRST Seminar
- Presentation skills
- Research skills
- Technology skills

### Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

- Student Affairs in Higher Education
- School Counseling
- Community Counseling
- Elementary Education
- Secondary Education

### Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- The student would be expected to work 17.5 hours a week Monday through Friday. These hours are primarily traditional office hours, 8:00 am – 4:30 pm.

### Supervisor’s address:

Academic Advisement Center 009 Bailey Library
Slippery Rock, PA 16057
United States

### Phone Number: (724) 738-2009

### Fax: (724) 738-2291

### Email: cathy.brinjak@sru.edu