

Academic Advising Graduate Assistantship Fall 2008

Academic Advising is part of the Academic Affairs division. Academic Advising provides services to assist students in achieving their personal, academic, and career goals at UNI. Academic Advising focuses on student populations in transition - first year students, students exploring major options or “deciding” students, students changing their major, readmitted students, transfer students, and non-traditional students. The professional academic advising staff and peer advisors help students clarify life/educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties. Academic Advising coordinates undergraduate advising for all new student orientations and registrations as well as campus-wide advising events.

Qualifications: Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs graduate program. The candidate must either be a second-year student in the program or a first-year student with prior experience in a university/college advising and/or new student orientation environment. The candidate should have a strong interest in academic advising and working with new incoming and first-year students as a career direction. Skills sought from this candidate include excellent oral and written communication skills, strong interpersonal and organization skills, and a demonstrated ability to be self-motivated and to conduct oneself in a professional manner.

Expectations and Time of Employment: This is an academic year assistantship with work assignments not to exceed 20 hours per week. The Graduate Assistant will be expected to complete the Summer Orientation practicum (credit; no stipend)** through Academic Advising in the Summer 2008. The Fall 2008 semester responsibilities will begin on Monday, August 18 and end on Friday, December 12, 2008. In the Spring 2009, responsibilities will begin on Monday, January 5 and end on Friday, May 1, 2009.

The assistantship can be extended for a second year based upon mutual agreement between the Graduate Student Coordinator in Academic Advising and the individual student.

**Graduate Assistant will participate in one-on-one student registration / academic advising during the second day of Freshman Summer Orientation.

Primary Duties and Responsibilities:

1. Conduct academic and career advising to new deciding freshman.
2. Advise new students during initial orientation advisement periods and assist them with registration.
3. Assist with program development and coordination for major and career exploration.
4. Provide outreach for academic advising programs for new freshman.
5. Develop academic/major and career decision-making information and resources for students in both print and electronic form.
6. Attend and participate in designated advisor planning meetings.

Experience Components:

1. Advising (One-on-one and in groups)
2. Orientation/New Student Registration (Freshman and transfer)
3. Presentations
4. Planning and Organization
5. Academic and Career Resource Development and Maintenance
6. Theory (Academic Advising and Career Development)

Sample Tasks/Project Areas:

- One-on-one student advising
- New student orientation and registration
- Facilitate group advising meetings
- Assist students experiencing academic difficulty
- Major Meetings (Fall and Spring)
- Exploring Majors & Student Activities Fair (Fall)
- UNI Up-Close (Spring)
- Academic-related programs and resources (i.e. pre-professional information guide sheets)
- Career-specific and decision making programs and resources (i.e. Explore Nursing Day)

Compensation: Graduate Assistantship Stipend

Application Process and Deadline: Please submit the following items to David Marchesani (contact information listed below):

1. Cover letter
2. Resume
3. Essay addressing the question "What qualities do you have to facilitate the developmental advising process?" Limit to 1 typewritten double spaced page.
4. List of three references (include name, title, address and phone number of each reference)
5. [Graduate Assistantship Stipend Application](#) (omit letters of recommendation requested on the Graduate Assistantship Stipend Application)

Applications received by 5:00 p.m. on Friday, March 14, 2008 will be given first consideration. The initial review of candidates will begin immediately and selected candidates will be invited for personal interviews beginning Monday, March 24, 2008.

Contact Information:

David Marchesani, Career Development Coordinator / Academic Advisor

[Academic Advising](#)

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