

Academic Advising Graduate Assistant Position Description

Summary of Position: The mission of the Advising Center is to support students in their path to graduation via delivering information about advising and registration, providing appropriate course recommendations to keep students on track, and teaching students to use the tools for self-advisement the University of West Georgia offers. Additionally, the Advising Center's goal is to shorten the time to degree in accordance with UWG's Complete College Georgia Strategy 14 (available on the Student Affairs & Enrollment Management website at <http://www.westga.edu/assets/Dept/vpsa/uwgcompleteplan.pdf>) by actively monitoring the degree progress of its students and intervening for students who are off track for graduating in four to six years.

Position Description:

The Graduate Assistantship for advising is a half-time position (20 hours per week) that will include some evening and occasional weekend hours. This GA will report to and share an advising caseload with an assigned Academic Advisor. The GA will be expected to assist the advisor in delivery of services including, but not limited to, the responsibilities listed

Responsibilities:

- **Advising:** Conduct one-on-one sessions with students in the assigned caseload, helping them identify classes needed for their chosen degree plans in an advising model in line with the philosophy and best practices recommended by the National Academic Advising Association (NACADA).
- **Registration Station:** Operate the Advising Center's Registrations Station, assisting students by showing them how to use Banweb and Wolf Watch in one-on-one sessions.
- **Marketing:** Contribute to the promotion of advising to UWG students, faculty, and staff by representing the Advising Center at Preview Days and by providing ideas and input for marketing materials and presenting the programs as needed to various audiences.
- **Assessment:** Assist in the distribution, collection, organization and analysis of advising data and records to provide a comprehensive overview of the efficacy of the programs each semester.

Required Qualifications

- Desire to promote students' academic and personal development
- Eagerness to learn in a fast-paced environment
- Effective time management skills, including multitasking
- Strong communication skills, including public speaking experience
- Strong organizational skills
- Computer skills and knowledge of Microsoft Office, especially Word, Excel, and PowerPoint

Preferred Qualifications

- Prior experience working directly with students
- Prior advising experience
- Understanding of student development and learning theories