Student Success Advisor (Graduate Assistantship), Passport Program

Position Description

WSU’s Passport program was developed to ensure retention and success of students who have experienced foster care or unaccompanied homelessness. To achieve this purpose, the Passport program provides a variety of services to participants including academic advising, peer mentoring, resource referral, and advocacy.

The Student Success Advisor supports academic engagement and achievement by assisting in the implementation, administration, and evaluation of programming for Passport-eligible students. They will develop mentoring and academic relationships with participants, engage in professional development, and support educational equity and inclusion at Washington State University.

MINIMUM QUALIFICATIONS
- Baccalaureate degree or equivalent
- Current WSU graduate student in Educational Leadership, Counseling Psychology, Higher Education, Cultural Studies and Social Thought, Human Development, Psychology, or related field
- Excellent communication and interpersonal skills (particularly in working with a diverse student population)

ADDITIONAL QUALIFICATIONS - Applicants must meet the following criteria:
- Must have submitted a completed FAFSA by the priority deadline
- Approval from your home academic department
- As well as any other eligibility requirement as dictated by the State of Washington

Preferred Qualifications:
- Knowledge of university academic regulations, policies, procedures, and systems
- Experience in working with target population and/or overcoming educational barriers
- Experience supporting student success, academic engagement, and retention
- Experience developing and providing student programming (academic skills, career development, cultural events, financial literacy, leadership, mentoring, etc.)
- Experience in utilizing student database system and Microsoft Office suite

APPOINTMENT CONTINGENCY
The Graduate Assistantship offer is contingent upon:
- That you remain enrolled full time during the period of your appointment.
- That you maintain a 3.0 cumulative GPA during the period of your appointment.
- That progress towards your degree remains satisfactory as determined by your academic home department
- The availability of departmental funds

COMPENSATION AND BENEFITS
- Salary Step 32 - $15,561.00 ($1,729/month)
- Health Insurance: Estimated at $2,000.00 (available for .5FTE appointments only)
- Resident Tuition Waiver: Estimated at $12,289.00 (full waiver, $6,144.5/semester)
- Non-Resident Tuition Waiver: Estimated at $13,432.00 (full waiver, $6,716/semester)
APPLICATION PROCESS
Submit application via handshake by Friday, August 5th, 2022, including:
• Cover letter detailing your interest in this position and highlighting any relevant experience
• Resume that includes your WSU student ID number
• Names and contact information of three references

Application review begins Monday, August 8th, 2022 and will continue until the position is filled. Contact Allie Dixon via email (allyn.dixon@wsu.edu) or phone (509-335-1285) if you have any questions.

DUTIES AND RESPONSIBILITIES
Advising - 12 hrs/week
• Meet consistently with Passport participants to identify needs and individual development plans and provide coaching for goal attainment and academic and personal success
• Provide assistance with transition to the college environment
• Outreach to students who are not participating in the program
• Provide peer counseling for academic success
• Appropriately refer students to resources on campus and in the community
• Track goals and weekly progress in electronic files
• Assist with reviewing, planning, and developing materials for class, meetings, and peer mentor program
• Assist in evaluating and enhancing the delivery of service

Instruction – 5 hrs/week
• Instruct the Passport UNIV 104 class
• Attend instructor meetings on course design, learning goals, and instructional techniques
• Maintain and update gradebook & procedure manual
• Provide timely feedback on coursework to enrolled students

Event coordination - 2 hrs/week
• Assist in planning and executing educational and community building events

Other Responsibilities - 1 hr/week
• Other duties as assigned
• Present academic success workshops

ESSENTIAL WORK COMPETENCIES
• Knowledge of basic duties and responsibilities of the position
• Advanced oral and written communication skills
• Well-developed interpersonal skills with a demonstrated ability to work collaboratively with a wide variety of students
• Ability to exercise professional judgment and leadership, including the ability to work independently but with consultation with the supervisor in multiple roles
• Ability to work harmoniously and professionally with a diverse population and staff.
• Ability to prioritize and complete job assignments in a timely manner
• Ability to perform multiple functions simultaneously
• Skill in carrying out clearly defined procedures
• Basic computer skills, proficiency using Microsoft Word, database spreadsheet programs, and PowerPoint
• Demonstrated ability to perform the essential functions of the job, with or without accommodation
WORK CONDITIONS
- Work is performed primarily in an office setting
- Occasional evening and weekend work may be required

PHYSICAL REQUIREMENTS
- Must be able to operate desktop computer equipment and other office technology.
- Ability to travel across campus and access various types of buildings
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU students and staff, in person, via email, and over the telephone
- Requires ability to carry workshop materials and supplies, assist in transporting materials for events and activities