



Graduate Advising Assistants (1 position)

20 hrs/week

2023-24 Academic Year (8-16-2023 to 5-15-2024)

Qualifications:

- PhD student, preferably in Communications, Education, English, History, Sociology or Psychology
- Interest in working in higher education and student services
- Strong written and verbal communication skills

Position Description:

Graduate Advising Assistants (GA) will carry a caseload of approximately 200 first-year students who are in the process of deciding on a major. As a member of the Carson Center advising team that serves first-year/undecided students, their responsibilities will include:

- Providing academic advising and education that guide and empower students to develop academic and personal goals, make informed decisions on course and major selection, understand their major/graduation requirements, learn how to interpret and manage their own academic progress, evaluate international learning options, apply for relevant scholarships, and learn effective academic success skills
- Monitoring academic progress of advisees, develop intervention strategies to assist students in their academic development, and make appropriate recommendations and referrals as needed
- Assisting their Team in planning and implementing programs/services designed to help first-year students understand and prepare to become certified students
- Applying a consistent interpretation of admission and degree requirements and effectively communicate these requirements to students
- Using a developmental academic advising approach, working toward building supportive relationships with advisees to help them identify challenges, options and solutions, support them through their developmental stages, and motivate them to achieve educational and career goals.
- Referring and connecting students with relevant Carson Center and University resources
- Monitoring and promptly recording advising notes, and maintain confidentiality of student records

With their primary role in academic advising, GAs will gain the following:

- Direct advising experience; both individual and group advising
 - Training and understanding of [student learning styles](#)
 - Experience providing direct support to at-risk and under-represented student populations

- [Introduction to advising theory and approaches \(NACADA\)](#) and hands-on experience practicing these approaches
- Training and knowledge in academic functions in higher education
 - Gain an in-depth knowledge of undergraduate curricular requirements and how academic records systems are used to manage and track curricular requirements
 - Understand University rules, policies, deadlines, and guidelines that impact the academic records of students
- Experience supporting first year college transition and retention strategies

PhD students who aspire to be a college professor or work in higher education, understanding curricular requirements, university policies and procedures, and how universities manage academic records will be better prepared for future faculty responsibilities, especially if they chose to serve on curriculum committees. Additionally, experience directly supporting student success would be valuable for future employment in higher education.

Compensation

- Tuition waiver & medical insurance
- Stipend of \$1,772/mo. (step 32) for 9 months (Aug 16-May 15)

Applications

The review period for applications will open April 10th, 2023. The deadline to apply is May 3rd, 2023. Please email the following to Corey Sutter, Senior Academic Advisor (csutter@wsu.edu). For subject line, please use “Carson Center GA position.”

- Cover letter explaining their interest in student success services and future career goals
- Resume
- List of 2-3 professional/academic references (letters of recommendation will also be accepted)