

Graduate Assistant –Student Success (Academic Focus & Pathways)
20-Hour Graduate Assistantship Position
ACADEMIC YEAR: 2018-2019

General Description

The Graduate Assistant reports to the Student Success Coordinator under the supervision of the Director for Freshmen Retention & Advising. S/he is considered a paraprofessional member of Student Success. S/he will assist in the advisement of undergraduate students who are Academic Focus (Pathways) majors and in the delivery of presentations related to advisement, pathways and career development.

Primary Duties and Responsibilities

- Assist with student success initiatives.
- Advise Academic Focus (Pathways) undergraduate students.
- Conduct classroom presentations and workshops for students related to advisement, pathways, programs of study, majors and career development.
- Serve as a resource for students who are exploring and/or making decisions about a major.
- Assist with the Academic Alert program.
- Assist with the Academic Recovery Course (PASS 0900)
- Support Student Success as needed.
- Other duties as assigned.

Essential Functions

- Ability to communicate effectively, both orally and in writing.
- Ability to relate and work effectively with a diverse student population.
- Ability to utilize computer technology such as Microsoft Word and PowerPoint.
- Ability to prepare and keep accurate records and files.
- Excellent organizational skills and attention to detail.
- Ability to behave ethically and maintain confidentiality.
- Ability to work cooperatively and collaboratively with students, staff, faculty and the general public.

Qualifications

Full-time graduate student accepted into an APSU graduate program with interest in student success initiatives and academic advisement of undergraduate students. Able to maintain flexible hours and work occasional evenings and weekends for special events and during peak times.

JOB DESCRIPTION SUBMITTED BY:

Signature

L. Whitney Milliken/Allen Barger

Print Name

04/04/18

Date