



## MARQUETTE UNIVERSITY

### **Graduate Assistant for Advising and Support Services in the Office of Teacher Education (half-time assistantship; 10 hours/week)**

#### **General Description**

The Office of Teacher Education in the College of Education serves as the focal point for undergraduate student advising and support services for students who are elementary or secondary education majors. After undergoing advising training, the graduate assistant will work closely with the Director of Undergraduate Advising and the Director of Teacher Education in a variety of activities related to advising and student support services, including group and individual advising, meetings with prospective students and their parents, assistance to a student leadership group, event planning, and updating of advising materials for students and faculty.

#### **Specific Responsibilities**

- Assist in conducting group advising and information sessions for new students
- Provide regular advising each semester to a caseload of students on probation or in need of assistance
- Conduct individual registration advising appointments with continuing students
- Assist the Director of Advising in providing support and leadership for Student Council activities and events
- Assist the Director in the development and execution of a peer advising program
- Meet with and provide information to prospective students and their parents
- Work with the Director of Advising and Recruitment Coordinator to plan and direct the annual Scholarship Competition event for prospective students and their parents
- Assist in updating and developing faculty advising training materials
- Assist in updating and developing advising materials given to students

#### **Qualifications**

- Excellent written and oral communication skills
- Ability to take initiative and problem-solve
- Strong computer skills including Microsoft Office
- Ability to multi-task and prioritize
- Excellent attention to detail
- Ability to work collaboratively as well as independently
- Previous experience in student services in a college setting preferred
- Knowledge of and/or experience with teacher education not required but a plus.

**Remuneration: \$6600 stipend and a 6 credit scholarship for the 2012-2013 academic year**