Department of Arts and Sciences

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Office of Student Services

QUALIFICATIONS:

REQUIRED:
- Strong organizational and interpersonal skills
- Neat appearance
- Basic knowledge of computers

DESIRED:
- Proficient in Power Point and Microsoft Word

RESPONSIBILITIES: Graduate Assistants are responsible for the following:

- Assist students in completing Change of Major forms, i.e. assign advisors, process forms, document changes.
- Update major and advisor changes on computer.
- Process completed Approval to Transfer Credit forms.
- Respond to questions, as appropriate, pertaining to OnCourse audits and Remaining Requirements Letters.
- Route forms between Records and Registration, academic departments, advisors and students.
- Assist in advising students as needed.
- Maintain student lists and folders for freshman and transfer Orientation sessions; assist with advising during Orientation sessions.
- Answer telephone and assist walk-ins as necessary.
- Assign UDCL advisors to all pre-majors.
- Maintain the files of UDCL students.
- Represent the Undeclared Major Office at Preview Days.
- In addition, a designated graduate assistant corresponds with UDCL students and advisors on a semester basis and maintains the website for Undeclared Major advising.

SALARY: $1800/semester and 9 credit hours of tuition waiver per semester

APPLICATION: Send completed applications with letters of recommendations to:
Lynn Harand.