Office: Office of Academic Advising

Position Title: Academic Advising Graduate Assistant

Reports to:

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Terms of Employment:

This position is for 20 hours per week for both the Fall and Spring semesters.

- Fall 2012 semester responsibilities will begin on Monday, August 13 and end on Friday, December 7, 2012.
- Spring 2013 responsibilities will begin on Monday, January 7 and end on Friday, May 3, 2013.

The assistantship may be extended for a second year based upon availability of funding and/or mutual agreement between the Graduate Student Coordinator in Academic Advising and the individual student.

The Graduate Assistant will be expected to complete the Summer Orientation and New Student Registration practicum (credit; no stipend) through Academic Advising in the Summer 2012.**

**Graduate assistant will participate in one-on-one academic advising / student registrations experiences during the second day of freshman summer orientation.

Benefits:

- Graduate Stipend of $8,892.00 or $4,446.00 per semester (2011-12 academic year).  
  Note: This amount is subject to increase for the 2012-13 academic year.
- Graduate Assistants qualify for in-state tuition and fees.
- For more information on the Graduate Assistantship System and procedures:  
  http://www.grad.uni.edu/assistantships/
Background Information:

Mission

Academic Advising is part of the Academic Affairs Division. Academic Advising provides services to assist students in achieving their personal, academic, and career goals at UNI. Academic Advising focuses on student populations in transition - students exploring major options or "deciding" students, students changing their major, readmitted students, transfer students, and non-traditional students. The Office of Academic Advising also serves the first-year students and faculty / staff academic advisors in 10 different academic departments / programs on campus through the Intake Model.

Overview

The professional academic advising staff and peer advisors help students clarify life / educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties. In addition, Academic Advising coordinates undergraduate academic advising for all new student orientations and campus-wide advising events, as well as promoting and developing academic advising resources for both students and faculty / staff academic advisors participating in the Intake Model.

More information about the services, programs/events, and resources provided by the office of Academic Advising for both students and university faculty and staff can be found at [http://www.uni.edu/advising](http://www.uni.edu/advising).

Position Description:

- Advise individuals during new student orientation (for both freshman and transfers) and the academic year and assist with semester registration
- Provide outreach and services for academic advising programs for new freshman from high school.
- Assist with program development and coordination for major and career exploration for both first-year and deciding/undecided students.
- Develop and maintain academic/major and career decision-making communication and resources for students in both print and electronic formats.
- Attend and participate in designated advisor development and planning meetings/activities.

Experience Components:

- Advising (one-on-one and in groups)
- Orientation/New Student Registration (Freshmen and transfer)
- Presentations
- Planning and Organization
- Academic and Career Resource Development and Maintenance
- Theory (Academic Advising and Career Development)
Sample Duties/Project Areas:

- One-on-one student advising
- New student orientation and registration
- Facilitate group advising meetings
- Assist students experiencing academic difficulty
- Majors in Minutes (Fall)
- UNI Up-Close (Spring)
- Career Exploration Event (Spring)
- Develop office communications to and resources for students (i.e. Facebook page, The Decision Maker newsletter and Academic Tidbits)
- Career-specific and decision making programs and resources (i.e. Career Cruising Workshops or web-based career focus resources)

Qualifications:

- Candidate must be a full-time degree-seeking student in the Postsecondary Education / Student Affairs graduate program.
- Candidate must have prior experience in a student services setting (preferably in academic advising or in new student orientation programming).
- Candidate should have a strong interest in academic advising and working with new incoming and first-year students as a future career direction.
- Skills sought from this candidate include excellent oral and written communication skills, strong interpersonal and organization skills, and a demonstrated ability to be self-motivated and to conduct oneself in a professional manner.

Application Process and Deadline:

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: resume, cover letter, and the Application for Graduate Assistantship Stipend to Dr. Michael Waggoner mike.waggoner@uni.edu.