Center for Academic Advising

The Centers for Academic Advising are seeking applications for two (2) Graduate Assistant positions available for fall 2016. The position provides administrative and strategic support for the Advising Centers. The Graduate Assistant, under supervision of office staff members, will provide academic advising to students who have declared majors or who are Exploratory. Successful applicants must demonstrate a commitment to customer service.

Job Requirements/Qualifications:

- Excellent interpersonal, written and oral communication skills.
- Ability to manage multiple projects and timelines.
- Ability to speak publicly and conduct group presentations.
- Demonstrated commitment to working with multi-cultural populations and awareness of issues affecting women and minorities.
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, Publisher).
- Knowledge of internet/online research applications and general communication technology.
- Self-starter, high sense of initiative, and goal-oriented.

Job Responsibilities:

- Conduct advising appointments 1:1 with students assigned to the Center.
- Assist in development and distribution of academic advising materials including fliers, social media, newsletters, and general email.
- Coordinate and complete special projects based on needs of the Center.
- Assist in coordination and preparation of events such as Show Me Day, First STEP, and Summer Scholars Program.
- Represent Center at university sponsored and campus-wide events such as First STEP and Show Me Day, possibly on weekends.
- Attend and contribute to weekly staff meetings and in-house training sessions.
- Perform general office duties as needed (answering phones, making appointments, organizing office, and other duties as needed).

Term:

- Requires 20 hours per week while school is in session including some evenings and weekends; other hours by mutual agreement.
- 9 month appointment, subject to renewal based on performance.

Application deadline is April 5. Interviews will begin April 11. Please send a resume with 2 references to the email below:

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Academic Advising  
Southeast Missouri State University  
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