Student Assistance, Advising, and Teaching—Improving Retention at Ohio University

Position: Graduate Assistant, Allen Student Advising Center (ASAC)

Remuneration: Minimum $9,000 (plus tuition waiver)

Contact Person: Angela Lash, Assistant Director

Position Description:

Allen Student Advising Center staff members teach the first-year seminar course for undecided students, provide academic advising for students from many majors, and provide intervention programs for students who have underperformed academically. This position is an excellent fit for graduate students who are passionate about actively participating in the academic success of first and second year undergraduate students. ASAC graduate assistants gain a wide variety of experiences that prepare them to enter professional advising positions in academic affairs.

Under the guidance and direction of Jenny Klein, Angela Lash, Kyle McKenzie, and Shelley Barton, eight graduate assistants form a team of academic interventionists that make a difference every day in the lives of Ohio University students by:

- Teaching UC 1000 (first year seminar course) during fall semester and acting as the primary academic advisor for the students in their class throughout the year.
- Preparing for and presenting Academic Success and Gaining Academic Progress (GAP) workshops and following up with attendees.
- Meeting weekly with Turning Points (reinstated) students.
- Providing a range of assistance and advice to walk-in students.
- Assisting with the implementation of the Map-Works program, which identifies struggling students.
- Presenting academic programs in various settings across campus based on the needs of the community.
- Collecting, reporting, and evaluating data on student participation in programs.
- Facilitating exit and reentry interviews for students who are withdrawing or returning to Ohio University.
- Participating in ASAC weekly staff meetings, University College staff meetings, University Academic Advising Council meetings, Advising Discussion Groups, and other opportunities for professional development.
- Contacting at-risk students to intervene and make referrals as appropriate.
- Assisting with facilitation of Ohio Program of Intensive English (OPIE) Orientation.
- Representing the Allen Student Advising Center at academic and admissions events, responding to students’ emails and voice mails, and performing other duties as assigned.

To learn more about this meaningful work, and to read comments from Allen Student Advising Center graduate students about how their 20 hour-per-week positions have helped them grow professionally, please visit our webpage at www.ohio.edu/advisingcenter

How to apply: Please complete the online application at

http://www.ohiouniversityjobs.com/postings/12484
To apply, you must submit your resume, cover letter, and a list of professional references. You may apply for up to four graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Jonathan Renard, Graduate Assistant for the Office of the Dean of Students, at jr274509@ohio.edu or (740)-593-1800.

Also, if you rank this position as one of your top four preferences, please send a copy of your application essay to Angela Lash at lash@ohio.edu

**Questions regarding the above position should be directed to:** Angela Lash, Assistant Director (740) 566-8888.