Academic Advancement Center

Position: Graduate Assistant, College Adjustment Program (CAP)

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

Contact Person: Tiffany Arnold, College Adjustment Program Assistant Director, Academic Advancement Center

Position Description:

• Provide academic advising for approximately 30 students of various years and majors each term
• Supervise and advise a team of 6 undergraduate peer advisors
• Participate in interviewing, selection, and training of peer advisors
• Hold weekly sessions with academically distressed CAP students
• Discuss career exploration with students
• Organize regular workshops and events for CAP students
• Coordinate with other departments to offer diverse programming
• Advertise events through social media, flyers, and bulletin boards
• Facilitate workshops on graduate school and GRE preparation
• Assess student interests and needs in respect to programming
• Create a newsletter each term that is sent to all 275 students

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.

Questions regarding the above position should be directed to, Tiffany Arnold, College Adjustment Program Assistant Director, Academic Advancement Center at 740-593-2649, or e-mail arnoldt2@ohio.edu