

Advising, Teaching, and Intervening—Improving Student Success at Ohio University

Position: Graduate Assistant, Allen Student Advising Center
Remuneration: Minimum \$12,000 (plus tuition waiver)

Position Description:

This position is an excellent fit for graduate students who are passionate about actively participating in the academic success undergraduate students. [Allen Student Advising Center](#) staff members teach the first-year seminar course for undeclared students, provide academic advising for students from many majors, support first generation college students and commuting students, and provide intervention programs for students experiencing academic difficulty. Allen Center graduate assistants gain a wide variety of experiences that prepare them to enter professional advising positions in academic affairs. Under the guidance of the leadership of the Allen Student Advising Center, this team of eight graduate assistants make a difference every day in the lives of Ohio University students by:

- Teaching a first-year seminar course during fall semester and acting as the primary academic advisor for the students in the class throughout the year.
- Preparing for and presenting Academic Success Workshops for students placed on academic probation and following up with attendees.
- Meeting weekly with Turning Points (academically dismissed and reinstated) students.
- Serving as a coach to help students develop strategies that support their academic success
- Participating in monthly multicultural competency trainings to effectively work with students, faculty and staff from diverse backgrounds.
- Providing a range of assistance and advice to walk-in students.
- Contacting students who are struggling in their coursework.
- Collecting, reporting, and evaluating data on student participation in programs.
- Facilitating exit & reentry interviews for Bobcats who are withdrawing or returning.
- Collaborate with Allen Center professional staff on selected auxiliary project based on personal interest, including working with first generation or commuting students.
- Participating in ASAC weekly staff meetings, University Academic Advising Council meetings, and other opportunities for professional development.
- Contacting at-risk students to intervene and make referrals as appropriate.
- Representing the Allen Student Advising Center at academic and admissions events, responding to students' emails and voice mails, and performing other duties as assigned.

How to apply: Please complete the online application at: <http://www.ohiouniversityjobs.com/postings/35579>
To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to seven** graduate assistantships at Ohio University.

For general questions on the GA application process, please contact: Imants Jaunarajs, Assistant Vice President & Executive Director of the Career & Leadership Development Center, at jaunaraj@ohio.edu.

Questions regarding the above position should be directed to: Antonique Flood, Assistant Director of the Allen Student Advising Center, flooda@ohio.edu, (740)-566-8888.

