Position: Graduate Assistant, College Achievement Program (CAP)

Remuneration: Minimum $11,000 (plus tuition waiver)

Contact Person: Tiffany Arnold, College Achievement 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

This position has been filled for the 2017-2018 academic year.

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

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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.