The Patton College of Education Student Affairs Office

Position: Academic Advisor for the Patton College of Education
Contact Person: Benjamin M. Forche, M.Ed., Director
Stipend: $13,000 (will submit for tuition waiver for students in the College Student Personnel program, will consider students not in the CSP program and work with them to receive a tuition waiver)

POSITION DESCRIPTION

This position provides academic advising to the Patton College of Education undergraduate students while maintaining an advising load of 80 students. This role requires helping students to navigate the Patton College of Education curriculum and to understand the program guidelines while ensuring that all students have equal access to appropriate university resources. In addition, this Graduate Assistant will:

- Assist in providing information about, and programming for, the Patton College of Education.
- Work with the Director of the Patton College of Education to establish, implement, and evaluate desired outcomes and performance objectives.
- Conduct personalized academic advising meetings to assist students with course selection, sophomore completion plans, and graduation plans tailored to their academic interests and goals. This entails getting to know students on an individual level and being able to make appropriate referrals to university resources.
- Develop Sophomore Completion plans with all sophomore advisees.
- Develop new forms and processes to be used by program staff and students. Assist in developing and implementing rules and regulations to serve the program’s and students’ needs.
- Participate in “Walk-In” and “Pop-In” Advising.
- As appropriate, attend meetings, workshops, trainings, and university events for personal and professional development in Academic Advising.
- Perform other duties as assigned.

EXPECTED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Effective helping skills
- Effective interpersonal skills
- Effective communication skills
- Effective organizational skills
- Ability to show empathy and work effectively with students in crisis situations
- Ability to perform in a professional manner with faculty, staff, students, and parents
- Ability to work effectively as a member of a team
- Ability to read a Degree Audit Reports (DARS)
- Microsoft Word programs proficiency and ability to learn new computer skills

How to apply: Please fill out the online application at [http://www.ohiouniversityjobs.com/postings/24818](http://www.ohiouniversityjobs.com/postings/24818)

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: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students, at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Benjamin M. Forche at 740-593-3237, or at forche@ohio.edu.