GRADUATE ASSISTANT, HARPUR ACADEMIC ADVISING, 2016-2017

POSITION DESCRIPTION:

Harpur Academic Advising provides general advising services to arts and sciences students and exploring students, while sharing advising responsibilities with Harpur departments and programs. Harpur Advising is seeking a graduate student assistant to work closely with the professional and classified staff to advise liberal arts and exploring undergraduate students with differing curricular needs on requirements and degree planning. Responsibilities include but are not limited to educating students about policies, procedures, educational programs and opportunities; reaching out to students on academic probation; and participating in new student orientation and outreach events.

This is a two semester and winter term obligation for 20 hours per week, excluding holidays. In addition, candidates must be able to work during the months of June and July (20-29 hours per week). Some evening and weekend hours required.

CHARACTERISTIC POSITION TASKS AND RESPONSIBILITIES:

- Work 20 hours per week, providing general academic advising to Harpur College Arts and Science and exploring undergraduate students.
- Gain a working understanding of the educational role of academic advising in enhancing student learning, development and retention.
- Participate in a rigorous 10-day training program.
- Through active listening, help students define their personal, academic and career goals. Assist students with degree planning and course selection reflecting these goals.
- Utilizing degree audit software and other tools to evaluate student progress; advise students accordingly.
- Assist with office efforts for students on academic probation.
- Help students navigate pre-registration processes for summer orientation.
- When appropriate, refer students to professional advising staff and other campus resources.
- Assist in implementing college and university rules and regulations.
- In preparation for orientation, pre-register first-year students.
- Participate in outreach events in support of the Harpur Academic Advising, Harpur College and Binghamton University.
- Perform other duties as assigned.

EXPECTED SKILLS AND ABILITIES:

- Demonstrable understanding of and appreciation for the liberal arts.
- Must be available for training from August 11th through August 24th.
- Must be available to work daytime and evening hours during June and July.
- Effective interpersonal and communication skills.
• Good judgment and diplomacy.
• Professional demeanor.
• Ability to apply empathy when working with individual students; ability to be direct and stand firm when necessary.
• Ability to work independently.
• Ability to work as part of a team.
• Ability to maintain strict confidentiality.
• Ability to work in a fast-paced environment.
• Timeliness and attention to detail
• Effective organization skills.
• Understanding of and sensitivity to diverse socioeconomic, cultural and developmental needs.
• Familiarity with BU Brain and/or DegreeWorks desirable.

APPLICATION PROCESS:

Provide a letter of application, including your philosophy on advising, resume, and contact information for two academic references to ldatto@binghamton.edu. The application deadline is March 28, 2016 with interviews tentatively conducted the week of April 4, 2016 in person (preferred) or via Skype.

Stipend: $15,000 for the fall semester, winter term and spring semester. Additional hourly wage for work during June and July and orientation in August.

Binghamton University is an Equal Opportunity/Affirmative Action employer.