Title: **Graduate Assistant, Office of Academic Advising**

Commitment: August 20, 2014 – May 15, 2014; 20 hours per week

Focus: Pre-major advising for first and second year students and support for Faculty Advisors

Supervisor: Therese A. Lovegreen, Director Academic Advising

The Office of Academic Advising is now accepting applications for a 20 hour per week Graduate Assistant position at the College of William and Mary. The graduate assistant will support the work and mission of the Office of Academic Advising. A graduate assistant will gain valuable skills and professional experience while developing and implementing a variety of academic advising services. The graduate student in this position will be provided with training along with shadowing opportunities, participate in professional development, professional presentations, interact with students from a variety of student populations, and collaborate with a variety of constituents across campus. The graduate assistant in this position will:

- Develop advising resources for undergraduate students and faculty;
- Utilize technology and distance learning techniques to provide quality academic advising through traditional, hybrid, and online delivery methods;
- Provide academic advising services to students through group advising and individual consultation;
- Assist in developing and facilitating group advising workshops for undergraduate students from various populations;
- Assist with the design of programming for Peer Advising and new student Orientation; and
- Conduct learning outcomes-based assessment and corresponding data analysis

In addition to responsibilities listed above, the graduate assistant will also have the opportunity to learn about many aspects of professional and faculty models of academic advising and participate in the creation of an academic advising resource center. Based on the intern’s interests, there will be opportunities to design an experience to gain specific skills necessary to attain professional and personal career goals.

A candidate for the graduate internship will have the following skills and interests:

**Required**
- Excellent oral and written communication skills
- Ability to work with a diverse constituency, including Deans, department chairs, program directors, administrators, faculty, staff, and students
- Experience in using campus technology including, but not limited to Blackboard and Microsoft office Word, Excel, and PowerPoint

**Preferred**
- Desire to pursue a career in academic or career advising, college counseling, and/or teaching
- Experience mentoring and advising students—particularly first year undergraduates
- Experience with distance learning techniques and course design
- Experiences in helping students identify their interests, skills, and abilities.

Interested candidates may submit a resume and cover letter to Therese Lovegreen via email talovegreen@wm.edu