Graduate Assistant Job Description

Department Name: Advising Services

Department Website: http://artsci.utk.edu/advising/

Department Mission Statement (Brief): The mission of Arts and Sciences Advising Services is to guide our diverse undergraduate population in developing and implementing sound educational plans that are consistent with their values and their academic and career goals. Our purpose is to encourage students to become self-directed learners and decision-makers. Further, we serve as a resource to faculty and support their work with undergraduate students within the college. Finally, our efforts support the University of Tennessee’s broader mission, specifically by encouraging student persistence towards graduation.

Job Requirements/Qualifications:
- Currently an enrolled, degree-seeking graduate student in good academic standing.
- Capable of committing to an on-going 20 hour per week work position (including summer).
- Demonstrated ability to communicate effectively with diverse populations.
- Available to serve in the position for two calendar years.

Responsibilities and Tasks:

I. Advise undecided and Arts and Sciences students in the following areas:
   - Graduation requirements
   - Course selection
   - Course substitutions/waivers
   - Career counseling
   - Pre-professional programs: Pre-law, Pre-health, Pre-teaching
   - Personal counseling in regard to academic concerns

II. Assist in the implementation of the Academic Probation process.
   - Conduct Academic Probation advising
   - Provide counseling for students in academic difficulty

III. Serve as advisor during freshman and transfer orientation.
   - Lead small group advising sessions for incoming first-year students
   - Interpret University and College academic curricula and policies

IV. Serve as a teaching assistant in an Exploratory section of First Year Studies 101.

V. Assist in the daily operation of Arts and Sciences Advising Services.
   - Answer advising questions over the phone and at the counter
   - Serve as resource to faculty, student advisors, and secretarial staff
VI Participate in recruitment activities for the College of Arts and Sciences.
   • Meet with prospective students and their parents
   • Attend college receptions at area high schools

VII Assist the professional staff on special projects.
   • Revise and review advising materials
   • Review transcripts and respond to advising questions

VIII Attend weekly advisor staff meetings.

Salary/Benefits:
   • The assistantship pays $13,000 and includes out of state fee waiver.

Term:
   • This position is a 12 month (June 1 - May 31), 20 hour a week position.