**Title:** GA - Advising Outreach Coordinator

**Department:** College of Education and Community Innovation Undergraduate Advising Center

**Terms:** 9-month; Full-time (20 hour per week) position to begin September 15, 2021 through April 29, 2022. Available to a full-time graduate student. Stipend of $4,000 and corresponding tuition waiver.

**Responsibilities:**

**70%**

Utilize systems such as Banner and Navigate to accurately target students in the College of Education and Community Innovation.

Collaborate with CLAS advising center GA particularly on education programs

Instruct students on registration process

Share and communicate information to assist students in accessing campus resources, understand their degree program and connect with advisors.

**20%**

Research advising outreach and intrusive advising communication strategies and make recommendations

**10 %**

Represent the Undergraduate Advising Center at campus events

Contribute to marketing and social media campaigns

Present general advising information at group advising sessions or campus events.

*Position will enhance and/or expand the graduate student’s academic experience by providing experience in student academic affairs and learning marketing across a large campus environment.*

**Qualifications:** Excellent writing and communication skills. Strong organizational, planning and time management skills. Must be confident presenting to groups of students. Demonstrate inviting, welcoming and approachable characteristics. Desire to work with, serve, and connect with college students.

**Work Station:** Private desk and laptop

**Orientation:** Three week training program learning advising department, tools and resources. Training manual provide and direct coaching from the Undergraduate Advising Center director. Additional mentoring from 2nd year graduate assistant.

**Supervision:** Weekly supervision from 2nd year GA and bi-weekly supervision from Director

**Selection Process:** Please submit cover letter and resume to gorhamb@gvsu.edu . Candidate will be selected after a personal interview. Position is open until filled.

**Contact Information:**

Breeann Gorham | Director | Undergraduate Advising Center |

College of Education and Community Innovation

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