

# HILBERTCOLLEGE

## GRADUATE ASSISTANTSHIP OPPORTUNITY

2022-2023 Academic Year

**JOB TITLE:** Graduate Assistant – Academic Advisement

**REPORTS TO:** Assistant Provost for Institutional Effectiveness

**Job Summary:** The graduate assistant will support enrollment and retention efforts for incoming and current Hilbert College students as it relates to academic advising. The incumbent will be responsible for providing programming and direct support services to students during academic advisement. The graduate assistant will pay special attention to connecting students to the appropriate campus resources and working collaboratively with academic departments to support academic advising initiatives.

### Responsibilities:

- Advise students on an as-needed basis related to college policies and curriculum and student needs. Assist students with understanding College policies and procedures.
- Develop and implement training for faculty advisors to better understand various components of the registration process
- Assist with the development and implementation of assessment tools, collecting and summarizing data, and delivering recommendations on the services Academic Advisement provides to first-year students and other populations
- Collaborate with faculty to design and implement early advising initiatives for incoming students
- Work with department chairs to equitably distribute advisee assignments
- Use technology for the delivery of academic advisement services, including PowerCampus, Self-Service, and Argos
- Research best practices for advising and facilitating special project opportunities based on College priorities
- Participate on committees as determined by the supervisor.
- Other duties as assigned.

### Requirements/Qualifications:

- Enrollment in a full-time graduate program in a higher education related field
- Commitment to student academic success
- Collaborative
- Excellent oral and written communication skills
- Proficient user of Microsoft office with an emphasis on Excel
- Comfort with public speaking
- Independent, motivated, self-starter
- Organized, dependable, and ability to follow through with projects

### Compensation:

- \$6,000 annual stipend
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- **Term:** August 1, 2022 – May 31, 2023, 20 hours per week

**To Apply:** Please submit a cover letter, resume, academic transcripts, and contact information for three professional references to: [kletizia@hilbert.edu](mailto:kletizia@hilbert.edu)

*Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.*

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*