

**Graduate Assistantship
Job Description**

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| Department/Program Academic Counselor Academic Achievement Center | Supervisor Assistant Director for Academic Advising |
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| Duration of Position 9 Months | Hours per Week 20 |
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Responsibility/Duties:

1. Assist with every aspect of each Orientation Registration Program including preparation of student records, testing and the advising process.
2. Assist with implementation of First Year Advising Program, i.e. large, small and probation group advising sessions.
3. Serve as advisor to a case load of first-year students with majors and/or undeclared majors.
4. Assist advisors with all the heavy traffic periods in the advising cycle, i.e. add/drop, course withdrawal deadlines, registration periods.
5. Conduct exit interviews for students withdrawing from college.
6. Provide academic counseling regarding policies and procedures for students seeking late withdrawals, assistance with GPA calculations, etc.
7. Utilize referral skills needed to appropriately direct individuals to resources within the college or community.
8. Act as an advocate and resource person for students, faculty advisors, professional staff, etc.
9. Participate in schedule training and supervisor meetings.
10. Assist with other Academic Achievement Center programs such as programs for readmitted students, students on academic probation, peer advising, etc.
11. Assist and/or conduct research projects as decided by the Director.
12. Assist with additional duties designated by the Director and/or the Assistant Director.

Skills Needed/Preferred:

Applicants must have a Bachelor's Degree and be accepted to a graduate program at Bridgewater State College. Candidates must have a strong interest in student development, an ability to work well with others, and, preferably, experience with teaching and/or counseling. Experience and ability to work with diverse populations, i.e. students with learning disabilities, student of color, non-traditional students and the capacity to initiate work independently without direct supervision are preferred. An interest in a career in higher education is highly recommended.

Submitted by: _____

Department/Program: _____

Date: _____