Advising Assistance Center
Career/Academic Advising Graduate Assistant

Position Description:
The purpose of the Advising Assistance Center (AAC) is to help students succeed in their time at Shepherd University. Career Services office in the AAC provides career development advice to students and alumni. Career/Academic Advising Assistant supports this mission by offering assistance to students with, among other things:

- Career related concerns including choosing a major, interpreting assessment results, resume and cover letter writing, preparing for job interviews, and more
- Navigating the catalog and understanding degree requirements
- Understanding academic policies, regulations, and procedures
- Contacting and utilizing resources across campus, including the Registrar's Office, Financial Aid, Student Success, Disability Support Services, Academic Support Center, and more

The Advising Assistance Center acts as a resource for students to help answer their questions. The center strives to be accessible to students and is open from 8 a.m. until 4:30 p.m. The AAC works in collaboration with faculty advisors to help students answer questions. The Career/Academic Advising Assistant will counsel students about options and resources while empowering students to make informed decisions towards their academic goals.

The Career/Academic Advising Assistant will assist and report directly to the AAC Advisors and the Assistant Dean of the Center for Teaching and Learning. This position will also assist and work collaboratively with the AAC Academic Advisor and Advising Graduate Assistant.
Responsibilities include, but are not limited to:

- helping students with career planning and exploration
- developing resume writing and interviewing skills
- explaining job search strategies
- interpreting career interest inventory results
- presenting at the Career Services and the AAC workshops, in classrooms, and to various student groups
- assisting with planning and implementation of career fairs
- assisting with administration of the CLEP exams
- meeting with students (both walk-ins and appointments) for academic and career advising
- communicating with students and employers/recruiters via phone and email
- developing and disseminating promotional materials for Career Services and the AAC
- creating, implementing, and promoting career and advising focused programs in collaboration with other campus offices
- assisting with Orientation activities
- assisting students in creating academic schedules
- determining the correct forms needed and assisting in form completion
- maintaining College Central Network job portal, Career Services and AAC websites, and social media accounts
- participating in campus committees, and assisting with programming and other activities in support of the Center for Teaching and Learning

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Career/Academic Advising Assistant will maintain confidentiality at all times and act in compliance with FERPA regulations. The assistant will maintain accurate and confidential student records when appropriate and will participate in assessment activities to monitor the effectiveness of the Career Services and Career Services programming.

A successful candidate will possess a customer-service focus and a high degree of professionalism. Candidates should be highly skilled in both verbal and written communication. Experience in counseling, career development, academic advising, public relations, programming, graphic design, and web design is preferred.

Responsibilities:

- 50% assisting students in the Advising Assistance Center with academic and career-related issues. This includes staffing the AAC, communicating with students as they contact Career Services and the AAC, providing excellent customer service and referrals to students seeking assistance, disseminating/evaluating surveys, and updating/maintaining website and social media accounts promoting Career Services.
- 20% creating and implementing programming to assist students with academic and career related needs. This includes programming in partnership with faculty advisors, Academic Support Center, Student Success, Financial Aid, Student Affairs, Residence Life, and other campus offices. This programming includes participation in Orientation and career/academic workshops, as well as development and implementation of academic and career related presentations to classes as assigned.
- 30% office support and other duties as assigned. This includes administration of CLEP exams, answering phones and responding to emails, filing and maintaining records, making copies, attending meetings and participating in committees, and other duties as assigned by the Academic and Career Advisor and the Assistant Dean of the Center for Teaching and Learning.

Other qualifications:

The successful candidate must be able to work flexible hours, including some evenings. Student must be a degree-seeking student and must have been accepted (and must enroll) in a graduate program at Shepherd University. Student must be registered for a minimum of six graduate credits each semester. If the student drops below this requirement, the student may be terminated from the position. Student must maintain a minimum GPA of 3.0 to be in good standing academically with the graduate program and to maintain employment. Employment in this position is contingent upon a satisfactory background check.

Compensation:

The Advising Assistance Center employs two 12-month Career/Academic Advising Graduate Assistants. Graduate Assistants work 20 hours each week. Both assistants will receive a graduate waiver up to 12 credit hours per year at Shepherd University. The graduate assistant will also be paid $10.42 per hour ($15.63 night rate after 11:00 PM).