



The College of Technology Student Services (Advising) Office is accepting applications for a Graduate Assistant for the 2018-2019 academic year. Interested applicants should review the criteria below and send a statement of interest as well as their resume to: [cot\\_advising@emich.edu](mailto:cot_advising@emich.edu).

### General Summary

With the guidance of one or more staff or faculty members, perform a mixture of services in support of communication, technology, business operations or student affairs activities as more than 50% of their service.

The Staff Graduate Assistant receives a stipend and tuition waiver subject to federal tax.

### Principal Duties and Responsibilities

- Work closely with students to help them understand their academic requirements.
- Provide academic advising on general education requirements, major & minor requirements, and graduation requirements.
- Work closely with faculty and staff with new student recruitment and registration programs.
- Give presentations at programs such as Fast Track, Transfer Day, Academic Advising Awareness Week, and other office/university sponsored events.

### Qualifications

#### **General Requirements**

- Ability to work up to 20 hours per week (10 for 50%) is required.
- GPA of 3.0 or higher is required.
- Admission and enrollment in a graduate program is required.
- Maintenance of a 67% course completion is required.
- Enrollment in at least 6 credits for Fall and Winter semesters is required.

#### **Department Requirements**

- Major in Guidance & Counseling, Educational Leadership in Higher Education, or other related field.
- Understanding of university policies & procedures.
- Possess strong communication skills to work individually and within groups.
- Possess strong computer skills.
- Possess strong writing skills as well as critical thinking skills.
  
- Must be detail-oriented and able to manage time effectively.
- Must be organized and have excellent customer service skills.

### Supplemental Information

**In order to be considered, applicants MUST send their resume to [cot\\_advising@emich.edu](mailto:cot_advising@emich.edu).**

**Additional documents may be requested at a later date.**