

**Job Description**  
**Graduate Assistant Academic Advisor-Access Program**  
**First Year Advising and Exploration (FYAE)**

**ADVISING**

- Meet with advisees through individual appointments, walk-in advising sessions, group advising sessions, Advisor on Location programs, and at orientation.
- Aide advisees through electronic tools such as email, telephone, and/or Skype.
- Discuss and clarify with advisees their academic and career goals by setting short and long term strategies for understanding and achieving these goals.
- Assist advisees with course scheduling, explain academic policies and procedures, and make appropriate referrals to other academic and student support services including career planning services.
- Provide assistance with the course registration process by guiding advisees through the myUCF system.
- Review Academic Alert assessment and develop an academic improvement plan with students placed on academic probation.
- Advise Summer B bridge program students during their first year in college and provide support to the offices that coordinate those programs.
- Integrate career development concepts and strategies into the developmental advising process within FYAE
- Assist advisees in making the connection with appropriate college advisors and faculty.
- Facilitate advising outreach programs for the fall and spring semesters.
- Special project opportunities based on office need.

**ADMINISTRATIVE**

- Attend and participate in staff meetings, or staff development programs
- Maintain detailed records of student interactions
- Respond in a timely manner to all internal and external email and phone communication.
- Collect and review materials placed in GA mailbox in a timely manner.
- Process required administrative paperwork and reports necessary to document advising services provided
- Carry out all responsibilities as assigned that are necessary for the efficient accomplishment of FYAE, and SDES advising mission and goals
- Work with and utilize the Qualtrics systems
- Maintain and update various Access lists
- Create and print schedule grids for Access students
- Process GEP sheets for Access students
- Assist with collecting, reviewing, and processing student information
- Perform other duties as assigned

**GENERAL**

- Maintain collegiality with the FYAE team
- Be responsible for reviewing and understanding information disseminated by the Access advisors, Assistant Director, Associate, or Director
- Maintain the confidentiality of student information as required by the university, state, and federal regulations
- Maintain regular weekly office hours
- The ability to effectively present information orally and in writing.

**COMPENSATION**

- Paid per hour for up to 20 office hours per week
- Tuition reimbursement (a certain percentage of tuition is covered)

**PROCESS**

Please send your intent of interest and resume to Natasha R. Mitchell [Natasha.mitchell@ucf.edu](mailto:Natasha.mitchell@ucf.edu)  
or Troy Hahr [troy.hahr@ucf.edu](mailto:troy.hahr@ucf.edu)

For additional information of the office about First Year Advising & Exploration please visit our website at <http://fyae.sdes.ucf.edu/>