



FYAE Graduate Assistant Position Description

About First Year Advising and Exploration (FYAE): The office of First Year Advising & Exploration (FYAE) is the primary academic advising office for first-time-in-college (FTIC) and major exploring students. At FYAE we strive to contribute to the successful college transitions and positive university experiences.

Position Description:

The Graduate Assistant will work under the direction of a full-time Academic Advisor, located on the UCF main campus in Howard Phillips Hall, room 116. The primary responsibilities of the selected candidate will be to support/advise 200-300 students in an assigned population.

Responsibilities:

- Provide academic advisement to assigned student population
- Maintain regular weekly office hours as scheduled
- Assist students in creating an individualized plan of study to meet the requirements for their intended major
- Maintain the confidentiality of student information as required by the university, state, and federal regulations
- Assist advisees with course scheduling, understanding academic policies and procedures, and make appropriate referrals to academic and student support services, including career planning services
- Assist advisees in making the connection with appropriate college advisors and faculty
- Support special project opportunities based on office needs (for example, FYAE Open House)
- Maintain contact with students throughout the semester to ensure successful progression towards graduation
- Monitor and respond to email correspondence from students, peers, and supervisors daily
- Review and understand information disseminated by supervisors and leadership
- Attend and participate in staff meetings, retreats, or staff development programs
- Process required administrative paperwork and reports necessary to document advising services provided
- Document advising contacts within SSCC platform immediately following completed appointments
- Collect, compile and evaluate data using available computer technologies such as spreadsheets, Qualtrics and PeopleSoft, and Student Success Collaborative (SSC)
- Carry out all responsibilities as assigned that are necessary for the efficient accomplishment of FYAE, and SDES advising mission and goals
- Use sound judgment, tact, and diplomacy when working on sensitive issues with students
- Work effectively in a collaborative and culturally diverse team environment
- Perform other duties as assigned

Desired Qualifications:

- Experience with Microsoft Office suite (EXCEL and WORD)
- Strong oral and written communication skills
- Strong time management skills and ability to multi-task
- Desire to work with first-year students and/or the higher-education setting

Application Process:

- **FYAE is not currently hiring Graduate Assistants at this time. Please check back after May, 2018 for updates.**