



First Year Advising and Exploration

UNIVERSITY OF CENTRAL FLORIDA

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:

First Year Advising and Exploration (FYAE) is seeking an individual to fill a Graduate Assistant position for the fall 2017 and spring 2018 semesters. The selected candidate will work under the direction of a full-time Academic Advisor, located on the UCF main campus in Howard Phillips Hall, room 116 for 20 paid hours per week. 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:

- Interested applicants must submit both a resume and cover letter to Ms. Angela Neri via email at Angela.Neri@ucf.edu no later than Friday, July 7th at 5:00 P.M.
- **PLEASE NOTE:** Applicants who have previously submitted a resume or job inquiry for this Graduate Assistant position must submit a resume and cover letter via the process outlined above to be considered.
- Specific compensation details will be provided in person if selected for an interview.
- For additional information about the office of First Year Advising & Exploration please visit our website at <http://fyae.sdes.ucf.edu/>