

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20**



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| Position Title: | Assistant Academic Advisor, College of Business and Economics |
| Type Of Position: | <input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project |
| Institution Name: | University of Wisconsin-River Falls, College of Business and Economics |
| Institution Description: | <p>Our mission is to help prepare students to be productive, creative, ethical, engaged citizens and leaders with an informed global perspective.</p> <p>The University of Wisconsin-River Falls serves students who are full-time and part-time, undergraduate, graduate, non-traditional, distance-education and non-degree-seeking. The university offers programs in agriculture, food and the environment; arts and humanities; social and natural sciences; engineering and technology; business administration, marketing and economics; and education and professional studies; offering degrees at the associate, bachelors, masters, and education specialist levels.</p> <p>River Falls is about 30 minutes away from St. Paul.</p> |
| Supervisor: | Director of Undergraduate Student Programs, College of Business and Economics |
| Department Description: | The primary mission of the College of Business and Economics is to provide high quality undergraduate programs grounded in the liberal arts, a high quality Master of Business Administration program and business outreach services to the Greater St. Croix Valley region. |

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| Appointment: <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Start Date: (Preferred 5/28/19, no later than 8/1/19) | Compensation: <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage \$15.50/ hour <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds | Remuneration: Week Hours: TBD based on intern schedule (office hours are M-F 7:45 am-4:30 pm), 20 hours/ week Payment Frequency: biweekly Additional Notes: |
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| <p>Position Description & Responsibilities</p> <ul style="list-style-type: none"> • Counsel and advise a determined caseload of students (typically first- and second-year students) • Guide students to appropriate resources • Advise students who are on academic probation and work with students through the re-entry process after suspension • Explain and advise about general education, application to the College/major, academic deadlines and procedures, study abroad options, internship pre-requisites and process, etc. • Develop and execute the monthly student newsletter • Coordinate and execute group advising sessions during registration • Coordinate events in the first-year living-learning community • Lead special projects based on interests and need in the department • Serve as graduate teaching assistant for the CBE 100 First-Year Seminar course assisting with grading, preparing materials, etc. • Other duties as assigned |
| <p>Qualifications</p> |

A successful candidate will possess a Bachelor's degree and be enrolled in the LSA program at UST. Strong interpersonal, oral, and written communication skills are also required. A strong interest in academic advising and teaching. Willingness to be flexible and a self-starter attitude are crucial to success in this role. It is preferred, but not required, that candidates possess previous experience working on-on-one with people and assisting college students in their success. This position is a two-year appointment subject to renewal annually based on performance indicators.

The position will have off July 2020.

Application process & requirements

- **Contact Name:** Laura Boche
- **Address:** 410 S. 3rd Street, River Falls, WI 54022
- **Phone:** 715-425-4297
- **Email:** laura.boche@uwrf.edu
- **Materials Needed:** Cover letter, resume, references

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no