



Job Title: Academic Advising Graduate Assistant	
Supervisor: Jamie Schweiger, Academic Advisor, and Academic Advisor	Department: Academic Advising Center & Career Services (AAC&CS)
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Start Date: August 28, 2023	End Date: May 26, 2024
<p>Compensation: \$15,000 for 9-month contract, 20 hours/week</p> <ul style="list-style-type: none"> • Some funding provided to attend local/state professional development conference(s) • Eligible for health insurance through UWL • Potential for additional paid summer employment to assist with START advising 	
About the Institution:	<p>Founded in 1909, the University of Wisconsin-La Crosse is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is 10,314 students with 81% Wisconsin residents. Students can participate in over 102 undergraduate programs, 30 graduate programs, and 2 doctoral programs, with in an average undergraduate class size of 19. For more information, please view the university website.</p>
Primary Duties:	<ol style="list-style-type: none"> 1. Provide one-on-one and group advising to assigned and unassigned advisees, helping students understand the relationship between interests, skills, and values and the connection to majors/minors and careers. 2. Become proficient in utilizing WINGS (UWL's Student Information System), teaching students how to interpret their Advisement Report and register for classes while considering their interests, General Ed, and major/minor requirements. 3. Become proficient in utilizing and assisting students in utilizing Navigate (student success system) and Handshake (online career management system). 4. Assist with Admission related events and Student Transfer Start (Transfer Orientation). 5. Help increase student awareness in utilizing major/career assessment instruments and communicate the relationship between interests, skills, & values and specific majors/minors/careers. <p>For further questions about the department, please view the department website or contact either Jamie Schweiger or Celinda Davis at jschweiger@uwlax.edu or cdavis2@uwlax.edu.</p>