

Job Title: CBA Academic Advising Graduate Assistant	
Supervisor: Nicole Vidden, CBA Academic Services Director	Department: College of Business Administration (CBA) Dean's Office
E-mail: nvidden@uwlax.edu	Phone: (608) 785-8092
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. Utilize knowledge of the university catalog, pre-requisites, course requirements, requirements for admission to the business program, and curriculum planning in order to advise students effectively, including as a walk-in advisor when needed, and help students with course selection, registration, and other student academic concerns. 2. Learn about administrative activities of a Dean's office such as course substitutions, transfer evaluations, and appeals processes regarding academic concerns, as well as serve as a resource for students on academic warning/probation and a contact for incoming transfer students. 3. Utilize WINGS (student records system) and the Advisement Report (computerized degree audit) to assist with senior credit checks and student communications about graduation. 4. Assist with CBA social media and college communication plan. 5. Assist with CBA involvement in Campus Close-Up days, meeting with prospective students, and preparation for first-year student summer registration days. 6. Continue development of the CBA Ambassadors program. Work with CBA Advising Manager and Executive Assistant to plan and implement training for Ambassadors, organize Ambassador attendance at presentations, meetings and advising events. <p>For further questions about the department, please view the department website or contact Nicole Vidden at nvidden@uwlax.edu.</p>