20 Hours Per Week Position - Two year graduate assistantship  
*Must be available for training two weeks prior to the start of classes*

The graduate assistant will be trained and supervised by a professional advisor in the Academic Advising Center (AAC) and will also work cooperatively with the Hall Director in a first year experience hall. This GA experience will emphasize the ACPA/NASPA competencies of Helping Skills, Collaborations and Ethics/Confidentiality.

**POSITION DESCRIPTION**

In order to best serve students, a two year commitment to this assistantship is expected. Termination of this agreement would only occur if graduate assistant does not maintain 3.0 cumulative GPA throughout graduate assistantship or supervising AAC staff members determine the graduate student is not actively contributing to the mission of the Academic Advising Center.

- Provide one-on-one and group advising to assigned advisees and other first year students in Laux or White Hall.
- Facilitate group advising projects with residence hall Learning Enrichment Coordinators.
- Help students examine their purposes for attending college.
- Help advisees understand and appreciate the advisor/advisee responsibilities essential to an effective advising relationship.
- Become familiar with and assist students in understanding and applying UWL academic policies.
- Be familiar with UWL campus resources and refer students to appropriate resources when needed.
- Help students understand the relationship between interests, skills and values and their preferences for majors and careers.
- Help students understand and appreciate the concept of a liberal arts education.
- Make use of sample and individual student UWL degree audits in the advising process.
- Have a general understanding of UWL majors and minors.
- Assist students in selecting courses, taking into account interests, General Ed requirements, College requirements and major course requirements.
- Help students make appropriate use of major and career assessment instruments.
- Participate in AAC/Career Services staff development activities and meetings.
- Assume advising responsibilities for first year undeclared transfer students.
- Support instructors of first year experience course (UWL 100).
- Assist students conducting graduate school searches.
- Maintain AAC Facebook page and AAC e-mail correspondence.

Questions? Contact:
Lori Anderson, Senior Advisor  
UW-L Academic Advising Center, 1140 Centennial Hall  
(608) 785-6950  
landerson@uwlax.edu