

Position Description: Graduate Assistant (GA) 12 Month

Department:	Exploratory and Pre-Professional Advising Center (EPAC), Undergraduate Education
Supervisor:	Lia Hallett, Senior Academic Advisor and Major Transitions Coordinator
Term:	Anticipated early August 2023 through end of July 2024
Hours/week:	Available 20 hours per week (represents full-time for GA positions), specific hours to be arranged. Position is primarily in-person with office hours located in 112 Capen Hall with potential for some remote hours. Applicants need to be available during the summer and other school breaks.
Salary:	\$1,000/biweekly salary plus 1 tuition credit in the fall and 1 tuition credit in the spring.
Other:	Tuition will be paid for fall and spring enrollment only - - up to 1 credit hour each semester at the in-state rate. <i>Fees are not covered and are the responsibility of the student.</i> The student is expected to be enrolled full-time (a minimum of 9 credit hours each fall and spring semester) or ensure that a Certification of Full-Time Status form is on file - - the form can be found on the UB Graduate School website .

GA Posting Description

The [Exploratory and Pre-Professional Advisement Center \(EPAC\)](#) seeks an energetic and highly professional Graduate Assistant (GA) to serve as an academic advisor to undergraduate students exploratory (undecided) about a major or transitioning between majors. The GA will additionally support services and programs that promote students' degree progress and timely graduation. The GA will report directly to the Major Transitions Coordinator.

Primary Duties and Responsibilities

Academic Advisement

- Provide timely, accurate, and courteous undergraduate academic advising to prospective and current UB exploratory students and their families.
- Assist students with academic planning, major, and course selection guidance related to students' interests and abilities.
- Offer advice in the following settings: in-office counseling, telephone, Zoom/virtual, and email, including managing and tracking assigned caseload of students in EAB Navigate.
- Provide timely follow-up on student/family inquiries.
- Actively participate in professional development trainings related to higher education and student success.

Major Transitions Programming and Student Success Support

- Assist with planning and implementation of programming and services integral to helping students realize degree progress and timely graduation.
- Provide outreach/intervention to assist students with decision-making in choosing or transitioning between majors.
- Assist with various office projects and administrative tasks, as needed.

Requirements and Skills

The GA must:

- Be fully matriculated in a graduate degree program at UB. (Pursuing a graduate degree in higher education,

student affairs, counseling or related human services field is preferred.)

- Be a full-time graduate student, maintaining a minimum of nine (9) credits per semester.
- Maintain good academic standing during each semester of the assistantship.

The EPAC GA needs to possess:

- Ability to serve and support diverse student populations.
- Strong interpersonal communications skills (written and verbal).
- High-level organizational skills.
- Exceptional attention to detail/accuracy.
- Positive and professional demeanor.
- Creative ideas and resourceful problem-solving skills.
- Ability to work effectively independently and collaboratively as part of a dynamic team.
- Strong technological/computer competence.

To Apply

Please submit your (1) resume and (2) cover letter to Lia Hallett, Senior Academic Advisor and Major Transitions Coordinator at hallettl@buffalo.edu OR Apply in Handsake **by 5 p.m. on July 20th, 2023**

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.