**Advising Specialist**

Hollis Family Student Success Center

Stetson University

**Part Time**: 12-month position, 20 hours per week

**Start Date**: June 2024 or later

**Responsibilities:**

* + Learn about and maintain a basic understanding of the 4 main branches of Academic Success: Tutoring/SPI, Success Coaching, Advising/Discovery Advising, and Accommodations.
  + Coordinate and assist with advising-related campus-wide initiatives, such as the Advising 101 & 102 labs on Canvas.
  + Track and maintain data reports for advising-related campus-wide initiatives.
  + Assist with the planning and implementation of New Hatter Advisor training and provide support during the New Hatter Advising season.
  + Advise an assigned caseload of incoming first-year students.
  + Maintain confidentiality of students’ information.
  + Provide supplemental advising support to first-year, Discovery students, and other special populations.
  + Meet with students to provide success coaching on academic skills, including time management, note-taking, motivation, active reading, test preparation, and test anxiety.
  + Assist with the supervision and training of undergraduate student employees or interns for advising protocol.
  + Oversee and participate in routine outreach initiatives to specific student populations through mass phone, text, and email communication.
  + Participate in and deliver HFSSC and Academic Success presentations for student classes, organizations, and HFSSC-sponsored events.
  + Receive and respond to inquiries from students, staff, and faculty through the Academic Success inbox and general phone line.
  + Attend to other duties as assigned.

**Qualifications:**

* Current enrollment as a graduate student is required
* Critical-thinking ability and sensitivity to the needs of others
* Strong oral and written communication skills
* Demonstrated leadership and organizational ability
* Ability to work effectively both independently and collaboratively.

Graduate assistant positions are awarded for a one-year period (July 1 – June 30).  There is no expectation or guarantee that the graduate assistant position will be awarded in successive years to the same person.

Graduate assistants are compensated through a combination of scholarships and stipends, including:

* + A scholarship equal to tuition for up to four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed $1,050 per credit and $6,300 per semester. Student will be responsible for tuition exceeding the $6,300 maximum each semester.  Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.
  + A stipend of $250 biweekly during the academic year (40 weeks) and $520 bi-weekly in the summer (12 weeks) not to exceed $8,120 for the fiscal year. It is expected that the graduate assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

To apply, please send your resume, cover letter, and writing sample to Steven Carrillo at [scarrillo@stetson.edu](mailto:scarrillo@stetson.edu) .