Availability: Fall 2010 – Spring 2012
Positions Available: 1
Status: Applications accepted April 2010 until filled
Contact Info: Name: Dr. Barbara Oertel
      Phone: (507) 457-5878
      Location: Maxwell Hall 309
      Email: boertel@winona.edu
Time: 20 hours per week

Required Application Documents: Cover Letter (stating qualifications, experience, and academic interest), resume, and 2 professional references (contact information – phone and email information).

Purpose:
The purpose of this graduate assistantship is to provide a student with practical experience in an academic support office in a higher education institution. The student will be involved (either directly or indirectly) with all of the activities of the office, including advising, orientation, academic planning and programming, placement testing, and providing intervention with high risk students. The student will be trained by the director and other staff members and will have the opportunity to observe varied styles of advising and working with students and other staff.

Qualifications:
Excellent written and oral communication skills, good interpersonal and organizational skills, experience using common technologies such as Word, PowerPoint, Excel, Outlook, and web authoring software, desire to work with a variety of student populations in an academic environment and a passion for encouraging student success.

Duties and Responsibilities:
Become familiar with the Advising Services Department and the various support programs and services offered by the department. Learn about the mission, organizational structure, and functions of Advising Services. Work collaboratively with Career Services and Disability Services in an integrated environment.

Learn about the WSU University Studies program requirements and other University policies and regulations as needed to provide effective advising to students.

Learn how to read and use DARS, academic transcripts, the student record system, and other tools necessary for effective advising.

Advise undeclared students, PSEO students, entering students, students in transition between majors, and students experiencing academic difficulty.

Monitor, collect and analyze data and prepare written summaries to the Director for planning and programming purposes.

Revise the online Advisor Handbook.

Attend and participate in Advising Services Department meetings if possible.
Assist Advising Services staff with the web page, develop and give presentations and workshops, and develop print and/or online materials for various programs.

Assist in other departmental functions as needed and assigned by the Director.

**Intern Advisor:**
Dr. Barbara Oertel will coordinate training, supervise, and evaluate the graduate assistant.