**Exploratory Advising Center Graduate Assistant**

The Exploratory Advising Center is the place for incoming freshmen who are in the process of determining the right academic path to follow at Auburn. In the Center, first-time college students are advised by cross-trained advisors and career counselors who provide intensive and personalized advising designed to help them choose the major that most closely meets their academic aptitudes and interests as well as their long-term goals. The Exploratory Advising Center also advises upperclassman students who have been referred by their college to the Center for collaborative academic advising and career counseling to determine the next steps of their academic pursuits. The Center provides a positive and supportive network of academic counselors, career counselors, and academic advisors to assist students in determining the best course of action for them personally. Retention programming, including the early alert grade program and summer transition learning community, is monitored within our office. Our Retention Program Coordinator organizes professional development and training opportunities for professional academic advisors across campus in addition to conducting the university-wide academic advising survey and college advising audits.

**Desired Job Qualifications:**

- Must be enrolled in a Masters or PhD program within Higher Education Administration, Educational Psychology, Counseling Psychology, Counseling Supervision, or a related field at Auburn University
- Ability to work 20 hours per week including occasional evening events
- Preference to begin summer 2016 but must be available to begin by August 2016
- Excellent written, verbal and interpersonal communication skills
- Experience speaking/presenting and preferably teaching
- Experience working with social media and mass communication
- Interest in working with survey and assessment tools

**Expected Role/Responsibilities for Position:**

- Learn advising strategies and be trained to help students during advising walk in hours
- Answer questions from students on the main office phone
- Assist Advisors in everyday operations to prepare for appointments and monitor students’ progress
- Assist with planning for exploratory student events and class
- Answer questions for prospective students and parents at campus-wide recruiting events
- Maintain office social media and marketing efforts
- Help process early alert grades and lead workshops/individual appointments for students with failing grades
- Assist in instructing and mentoring students participating in conditional admit program
- Provide support to Retention Program Coordinator in working with Student Success Collaborative, retention initiatives, and professional development events
- Revise advising written materials as needed (Advising manual, advising survey, etc.)
- Complete program assessment projects and benchmarking projects as needed

**Contact Information:** Ruthie Spiers, 334-844-1709, BLAKERL@auburn.edu