



College Student Affairs  
Available Assistantships Form  
2014-2015

**I. GENERAL INFORMATION:**

1. Name of Department: Transitional Advising Center/University Experience (TRAC/UE)
2. Name of Supervisor: Dr. Jody Conway/Melissa Rathburn

**II. ASSISTANTSHIP INFORMATION:**

Number of GA positions you will have available in fall 2014:

New: 1 Title of Assistantship: Graduate Assistant

**III. GA DUTIES AND RESPONSIBILITIES & LEARNING OUTCOMES**

*(How to develop GA Learning Outcomes is listed on pages 3-5)*

1. Major duties/responsibilities of the GA position (please list in bullet form):
  - Provide academic advising for students who are transitioning between majors due to academic ineligibility or a change in career goals/interests. (1st and 2nd year)
  - Develop and execute outreach activities for University Experience students and TRAC advisees. (1st and 2nd year)
  - Participate in recruitment, selection, and training of University Experience instructors and peer leaders. (1st and 2nd year)
  - Serve as a teaching assistant for a University Experience course. (2nd year)
  - Support intervention efforts for students on Academic Probation. (2nd year)
  - Retrieve data and compile reports for a variety of purposes including Academic Probation intervention efforts, University Experience course evaluations, student appointment traffic and other office operations. (2nd year)
  - Assist with processing and tracking petitions submitted to the Academic Regulations Committee. (2nd year)

2. Please list in bullet form the expected learning outcomes of the GA position:

- Become proficient in academic advising and expand skills as a counselor and mentor.
- Develop event planning and presentation skills by conducting student workshops and instructor training sessions.
- Understand the intricacies of developing and teaching a success course for first-year students.
- Learn assessment processes and achieve proficiency in data analysis and reporting.
- Gain an administrative perspective on policy decisions related to the Academic Regulations Committee.
- Bridge the gap between Student Affairs and Academic Affairs by collaborating with multiple departments (e.g. Career Services, New Student Connections, Orientation, Tutoring & Learning Services).