Undergraduate Academic Advisor
Albers Undergraduate Advising
Albers School of Business and Economics

Position Summary
Under the direction of the Senior Academic Advisor, the Graduate Assistant (GA) works as part of an advising team to provide individual academic advising, referrals to resources, and assistance with events and programs to move students towards successful degree completion. In addition to providing individual academic advising, the GA will assist in the supervision of the New Student Mentor (NSM) Program. The NSM program is the Albers peer mentoring program for first year students.

This position embraces a philosophy of student development to foster academic success and personal growth of undergraduate students in the Albers School of Business and Economics. Graduate Assistants will engage with Albers faculty and staff, the Seattle University advising network, and other campus partners.

Anticipated Learning Opportunities
• Understanding students and student issues
• Exhibiting professional integrity and ethical leadership in professional practice
• Adapting student services to specific environments and cultures
• Developing and demonstrating skills in leadership and collaboration
• Communicating effectively in speech and in writing
• Establishing and enhancing professional identity

Essential Responsibilities
• Advise students on curriculum issues, such as class selection, prerequisites, and course sequencing
• Develop positive and supportive relationships with advisees, while effectively communicating and understanding Seattle University and Albers School policies, procedures, and graduation requirements
• Provide students with information regarding resources and services on campus, and monitor and document students’ progress from admission to graduation
• Help students define and develop academic, personal, and career goals
• Document academic planning, admission and graduation criteria, and course waivers and petitions
• Assist in the supervision of the New Student Mentor Program, including selection, training, weekly meetings, and planning quarterly events
• Participate in university-wide academic advising efforts, such as advising network meetings
Anticipated Work Schedule

The GA will be expected to work approximately 20 hours per week during the GA training period and during fall, winter, and spring quarters. The GA can expect to work in the office part-time on four days per week. Occasional evening or weekend hours may be required for special events.

Minimum Qualifications and Skills

• Understanding of and appreciation for academic advising and student services in a Jesuit institution of higher education
• Excellent interpersonal, written, and oral communication skills
• Ability to multi-task and handle interruptions in a fast-paced environment, and effectively problem-solve, prioritize, and complete required tasks and objectives
• Basic computer skills, including Word, Excel, PowerPoint, and Publisher
• Comfort working with diverse student populations, faculty, and staff
• Ability to work both independently and collaboratively in a team-oriented environment

Preferred Qualifications and Skills

• Prior experience as an advisor or peer advisor
• Experience organizing events for 150+ students

Supervisor Contact Information

Evinn Hickey
Senior Academic Advisor
Albers Undergraduate Advising
hickeye1@seattleu.edu
206.296.2204
https://www.seattleu.edu/business/undergraduate/advising/