



**SEATTLE
UNIVERSITY**

Undergraduate Academic Advisor

**Albers Undergraduate Advising
Albers School of Business and Economics**

Position Summary

The graduate assistant 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. 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, the SU advising network, and other campus partners.

Anticipated Learning Opportunities

- Understanding students and student needs in particular first year students, transfer students and students on academic probation.
- Multicultural competence and adapting student services to specific environments and cultures.
- Developing and demonstrating skills in leadership and collaboration.
- Communicating effectively in speech and in writing.

Essential Responsibilities

- Advises students on curriculum issues such as class selection, prerequisites, and course sequencing.
- Develops positive and supportive relationships with advisees, while effectively communicating and understanding Seattle University and Albers School policies, procedures, and graduation requirements.
- Provides students with information regarding resources and services on campus, and monitors and documents students' progress from admission to graduation.
- Helps students define and develop academic, personal, and career goals.
- Documents academic planning, admission and graduation criteria, and course waivers and petitions.
- Assists in the supervision of the New Student Mentor Program including selection, training, weekly meetings, and quarterly events.
- Participates in university wide academic advising efforts, such as advising network meetings.

Anticipated Work Schedule

The graduate assistant 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 4 days per week. Occasional evening or weekend hours may be required for special events.

Minimum Qualifications and Skills

- The graduate assistant should have an understanding and appreciation for academic advising and student services in a Jesuit institution of higher education.
- The successful candidate must have excellent interpersonal, written, and oral communication skills.
- The candidate must have the 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 are valued.
- The candidate must also be comfortable working with diverse student populations, faculty, and staff, and have the 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/>