



Graduate Assistant - Advising Operations

The [Office of Undergraduate Programs](#) in The George Washington University [School of Business](#) (GWSB) is seeking one Graduate Assistant - Advising Operations to support the core activities associated with all aspects of Undergraduate Advising, with a focus on advising operations. Preference will be given to applicants at the graduate level (enrolled in Master's or PhD programs at GW).

Duties include, but are not limited to:

- Support the Assistant Director of Advising Operations and the Advising Assistant in organizing the day-to-day logistics of the Office of Undergraduate Programs.
- Provide front-line advising assistance to undergraduate students, faculty, staff and guests to the [Undergraduate Advising Center](#) front desk (e.g. scheduling appointments, answering phone & emails, etc.)
- Support the [Business Leader Development Program](#) through the possibility of co-teaching 1 section of either Business Leader Foundations I & II or Business Leader Foundations for Transfer Students.
- Support the Assistant Director of Advising Operations in leading professional development opportunities for the undergraduate and graduate student employees.
- Assist with tracking, managing and processing advising forms.
- Provide administrative support to the Office of Undergraduate Programs staff with regards to advising-related events, information sessions, co-curricular programs, and assessments.
- Assist with special projects (e.g. tracking/analyzing appointment data, organizing student information, etc.)
- Participate in Advising Team Meetings, Undergraduate Programs All-Staff Meetings, and required training with the Office of Undergraduate Programs.
- Provide support for other office projects, initiatives, duties as assigned.

Preferred Qualifications:

- Bachelor's Degree (Required)
- Experience working with undergraduate students in a student services area
- Experience or training in facilitating developmental conversations with undergraduate students
- Experience and strong familiarity with online teaching tools (e.g. Blackboard)
- Ability to work effectively in a team and strong communication skills
- Demonstrated experience in working with MS Office and Google software

Position Information:

- This position is for the 2021-2022 academic year.
- The *estimated* award for this position is a total of \$8,400.00 for 20 hours/week during the Fall 2021 - Spring 2022 academic year. Final award information will be provided to the selected candidate.
- The anticipated (*tentative*) start date for this position is the week of August 23, 2021.
- This position reports to the Assistant Director of Undergraduate Advising Operations.
- Additional requirements and information will be provided in the selected candidate's award letter.
- All interested applicants please send a resume and cover letter to Cait Shannon at caitshannon@gwu.edu