Type of Appointment: Teaching Assistantship

Application Deadline: 08/08/18

Job Description (No Clerical duties permitted):
Provide academic advising to CHC honors students with information concerning University requirements and resources, graduation, and types of CHC opportunities and events. Record accurate advising notes in students’ record. Attend Advising Unit staff meetings and all-unit advising retreats. Read all Advising Unit meeting minutes and stay abreast of policy and procedural changes. Participate in outreach projects for groups of students to determine progress towards completion of requirements and follow up with students as needed. Participate in all advising-related programming for CHC. Facilitate group or individual advising sessions with new students to introduce CHC requirements, processes & procedures.

Experience Required:
Prior experience as a teacher, mentor or advisor in a college or university setting. Excellent interpersonal & written communication skills. Computer literacy. Ability to learn, track and clearly explain detailed academic information.

Additional Information: We are especially interested in graduate students with a background in Science & Engineering.

Dates of Appointment: From 09/02/18 To 1/23/19

Hours/Wk 20 Stipend $

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Commonwealth Honors College, Advising Unit Contact Person: Nicole Avakian

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