University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Teaching Assistantship

Application Deadline: 12/15/18

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. Communicate any advising issues that emerge to supervisor/s in a timely way. 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, including New Student Orientation (NSO). 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: Interest in working for more then one academic year in order to ensure continuity is preferred.

Dates of Appointment: From 01/14/2018 To 5/26/18

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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