On Campus Graduate Assistantship for Fall 2019
Public Health Sciences, School of Public Health and Health Sciences

Application Deadline: Submit resume and cover letter to Brigid Williams (bwilliams@umass.edu) by Friday, April 26th, 2019

Job Description
The Graduate Assistant will work closely with the Chief Undergraduate Advisor (CUA) in providing a successful academic advising program for Public Health Sciences (PHS). The Assistant will work closely with the undergraduate Public Health Peer Advisors.

Responsibilities
- Advise students regarding Department and University academic regulations, requirements, and guidelines. Refers problems and questions to the CUA.
- Provide advising to Public Health Sciences majors regarding: course selection, opportunities, resources, events, certificates and minors.
- Maintain records of confidential advising sessions regarding academic progress to ensure advising continuity and to facilitate graduation clearance.
- Respond to inquiries from students regarding college requirements and exceptions.
- Represent PHS at events, including the major fair, open houses, and orientation.
- Meet regularly with supervisor.
- Support the Public Health Peer Advising Program weekly, including regular (weekly) meetings, facilitating class time, and other initiatives to support the program.

Qualifications
- Knowledge of the Public Health Sciences field.
- Knowledge of the Public Health Peer Advising Program.
- Knowledge of University academic policies and regulations preferred.
- Able to work with minimal supervision.
- Strong computer skills; familiarity with SPIRE preferred.
- High level of initiative, creativity, motivation, and ability to work independently and as part of a team.
- Able to manage multiple, complex tasks within short timeframes.
- Excellent oral and written communication skills.
- Able to work during evenings and weekends.

Supervision
Brigid Williams, Chief Undergraduate Advisor for Public Health Sciences

Date of Appointment: Fall 2019 semester
Hours/Wk 15 hours
Continuation of position beyond Fall 2019 semester is contingent on satisfactory academic progress and satisfactory job performance.