On Campus Graduate Assistantship for Spring 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 Sunday, December 16th, 2018

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 provide guidance to students in the Public Health Sciences major through advising and problem-solving to respond to student needs.

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.

Qualifications

- Knowledge of the Public Health Sciences field.
- 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: 1/22/19 to 5/25/19  
Hours/Wk 10 hours  
Continuation of position beyond May 25th, 2018 is contingent on satisfactory academic progress and satisfactory job performance.