

Academic Advising Excellence Graduate Assistantship Description

About the Vick Advising Excellence Center

The Vick Center fosters an environment in which students are able to explore their educational and career options in the greater context of their ever-developing life plans and goals. Through purposeful and intentional interaction with academic advising professionals, students learn about themselves, their capabilities, and their values, on the path to determining a choice of major and/or career. The Vick Center also works to assist with problem-solving Core Curriculum and Flags issues. Another primary mission of the office focuses on advising excellence by providing all academic advisors at UT Austin with the training, tools, and resources to deliver the best advising experiences to their students. For more information about the Vick Center services go to:
<https://undergradcollege.utexas.edu/vick>

Graduate Assistantship Opportunity

Graduate students are encouraged to apply for the opportunity to serve as our Academic Advising Graduate Assistant. Participants will have the opportunity to advise students exploring various majors and navigating the internal transfer process, assist with supporting academic advisors on campus, and working on special projects. A commitment of 20 hours per week in the office is required. Hours are to be arranged between 8:00am and 5:00pm.

Qualifications

- Currently pursuing a related graduate degree (examples of related graduate degrees include, but are not limited to: Counseling, Higher Education, Educational Psychology, etc)
- Some knowledge of academic advising, counseling skills, and/or student development theory preferred
- Ability to work and communicate effectively with students and staff from a variety of academic backgrounds
- Ability to maintain confidentiality with student records and information

General Responsibilities

- Attend advising training sessions
- Maintain regularly scheduled office hours for one-on-one advising appointments
- Actively assist with programs and initiatives supported by the Vick Center
- Other projects as determined in collaboration with site supervisor

Apply

Interested applicants must submit a letter of interest and resume. Materials and questions should be emailed to the contact information below.

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Senior Academic Advisor

Vick Advising Excellence Center
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