

MHE GA for Academic Advising/Elon 1010 Position Description

Position Title: Graduate Apprentice for Academic Advising/Elon 1010

Department: Office of Academic Advising, Koenigsberger Learning Center (KLC)

Supervisor: Brandy S. Propst, Director of Elon 1010 & Assistant Director of Academic Advising

Office Location: 231 [Koenigsberger Learning Center](#), Belk Library

Position Description

Located in the Koenigsberger Learning Center (KLC), the Office of Academic Advising works with new students until they declare a major, partnering with students, faculty, and staff across campus to help clarify academic policies and direct students to appropriate resources for successful and timely degree completion. The Graduate Apprentice – Academic Advisor reports to the Director of Elon 1010 and will assist with all aspects of academic advising with primary focus on the Elon 1010 Peer Educator (PE) program. Elon 1010 is a nationally recognized, 1-credit hour, first-year seminar course designed on a foundation of holistic academic advising. Each section is co-facilitated by a talented cadre of faculty and staff serving as Elon 1010 Instructors and upperclass peer educators serving as Elon 1010 PEs.

The GA Advisor will be an integral partner in managing the program initiatives and accomplishing the program mission. The GA Advisor will also work with staff in the office to provide comprehensive academic advising services for undergraduate students. The GA Advisor participates as professional staff in office programs and functions, including opening of term activities, advising presentations, individual advising appointments, and serves on internal committees and work groups when applicable. The GA will also be provided with a private workspace, computer, and phone. Please note that some evening/weekend work hours may be periodically required throughout each semester.

Primary Duties

Elon 1010:

- Assist the Director of Elon 1010 with program development and implementation.
- Examine current literature around first-year seminar programs and peer education in enhancing first-year student retention and success within the first-year experience and beyond.
- Co-manage and co-supervise 110+ Elon 1010 PEs throughout duration of position.
Co-manage and co-supervise Elon 1010 Peer Educator Advisory Team (PEAT) to include oversight of the development of monthly in-service professional development workshops throughout the fall semester.
- Lead and coordinate the Elon 1010 Peer Educator (PE) recruitment and hiring process to include marketing, publicity, application, interview, and selection process.
- Plan and lead the Elon 1010 PE Contract Party during spring semester.
- Coordinate the logistical planning of Elon 1010 PE programs and information, including requesting presenters, communication with campus partners, managing multiple databases, maintenance of the Moodle site and PE list serve, and managing social media accounts/platforms.
- Communicate with Elon 1010 Instructors (faculty and staff) in the facilitation of the Elon 1010 Instructor and PE matching process.
- Assist Coordinator of KLC Peer Mentoring Initiatives with facilitation of Elon 1010 PE training in August.
- Co-teach Elon 1010 with Director of Elon 1010 in fall semester. (Year Two)
- Assist Director of Elon 1010 and Coordinator of KLC Peer Mentoring Initiatives with creating an assessment cycle for the Elon 1010 PE program to include benchmarking and designing assessments.
- Other duties as assigned by the Director of Elon 1010.

Academic Advising:

- Examine current literature around student success and academic advising to understand the academic advising landscape both globally and locally.
- Complete advisor training modules to learn and utilize advising approaches, philosophies, and models for new academic advisors.
- Advise a caseload of undergraduate students (not to exceed 20 students) on their academic courses, majors, and goals. (Year Two)
- Assist team of 5 professional advisors within the Office of Academic Advising with drop-in and scheduled advising and academic support appointments.
- Attend departmental meetings; when appropriate, attend campus-wide committee meetings with office staff.

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- Participate in social justice discussions, trainings, and development opportunities to enhance skills in culturally responsive advising.
- Understand and implement federal, state, and university laws and policies (i.e. FERPA).
- Collaborate appropriately with a student's support system to help provide a holistic experience promoting student success (i.e. family, residence life, instructors, coaches, etc.).

Other Responsibilities/Opportunities:

- Utilize several types of software and technology systems to perform daily work tasks and to help with strategic office initiatives.
- Apply and enhance program planning, implementation, and assessment skills across various programs/trainings/events.
- Practice personal and academic wellness and self-care through calendar management and supervisor support.
- Apply classroom theory to day-to-day work practice through weekly reflective discussions with supervisor.
- Participate in weekly 1-on-1s meetings with supervisor to reflect on learning, growth, and tasks/projects.
- Participate in continual professional development opportunities on and off campus that support the individual professional development plan co-created with supervisor to connect course topics and career goals (i.e. NACADA membership, informational interviews, workshop/conference attendance).
- Provide written information to be included in supervisor's end of semester evaluation, such as self-evaluation, reflective writing, any change in personal goals, etc.

Integrative Project

- Applying theory to practice, the GA will research, develop, and submit a program proposal for a local, regional, and/or national conference focused on academic advising, first-year seminar programs, and/or peer education programs. In the spring of year one, in conjunction with the Director of Elon 1010, the GA will decide on a topic for the program proposal and identify appropriate local, regional, and/or national conferences to submit the proposal. The GA will have the opportunity to present or co-present with the Director of Elon 1010 at a higher education conference in year two. In addition to the proposal, the GA will write a short reflection on the process of applying theory to practice through researching, developing, and submitting a conference program proposal.

Professional Development Opportunities

- Multiple professional development opportunities aligned with coursework in the MHE program will be provided for the GA. In addition to advisor training modules and instruction on first-year pedagogy, the GA will be encouraged to seek out and attend workshops and trainings offered by offices/departments within the Elon community. The GA will also be provided with a membership to NACADA and a minimum of \$750 of professional development funds to attend a national or regional conference (i.e. NACADA, NASPA, FYE, etc.) in the first year. Depending upon availability of funds, the GA will also be provided with opportunities to attend local conferences such as NCCPA or SACSA. Lastly, the supervisor will share and discuss professional opportunities for master's level graduate students and new professionals that the GA may be interested in or that may benefit their personal and professional growth. Specific opportunities will be outlined in the GA professional development plan.