Graduate Assistant Position

The Electrical and Computer Engineering (ECE) Department is hiring a Graduate Assistant whose primary role will consist of academic advising, facilitating a first-year interest group, working with advisors, and program directors to formulate strategic initiatives to increase retention and persistence. This is a comprehensive position that offers multifaceted components in the realm of student services. A resilient passion for student success is required for this position.

**Position Responsibilities:**

- Provide advising support for students visiting the ECE Advising Office.
- Assist with programs designed for specific student populations, such as internal and external transfer students, students on academic probation.
- Assist with event planning and management for recruitment.
- Support service learning programs.
- Advise students in academic difficulty or those whose grades are below a 2.5 gpa.
- Provide input for recruitment and retention initiatives.
- Facilitate a Freshman Interest group.
- Other duties as assigned/needed.

**Required Qualifications:**

Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's students in the College of Education’s Higher Education Administration program.

**Preferred Qualifications:**

The successful candidate will have a strong desire to work with undergraduate students and to have a positive impact on retention; ability to utilize concepts of student development in program planning, counseling, and administrative duties; experience working with diverse student populations; other experience/skills as relevant to specific position responsibilities.

**Terms of Employment:**

Nine-month position, with starting dates in mid-August.

Monthly stipend of $1,100 per month.

Hours to be scheduled between 8:00 a.m. and 5:00 p.m., Monday–Friday, possibility of some evenings and weekends.

**Contact:**

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