Position Title: Graduate Apprentice for Academic Advising/Elon 101

Department: Office of Academic Advising, Koenigsberger Learning Center

Supervisor: Director of Elon 101 & Assistant Director of Academic Advising

Office Location: 231 Koenigsberger Learning Center, Belk Library

Office of Academic Advising

Located in the Koenigsberger Learning Center, the Office of Academic Advising works with new undergraduate 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. Elon 101 is a 1-credit hour, first-year seminar designed on a foundation of holistic academic advising. Each section is co-facilitated by a talented cadre of faculty and staff serving as Elon 101 Instructors and upper-class peer educators serving as Elon 101 TAs.

Position Description

The Graduate Apprentice reports to the Director of Elon 101 and will assist with all aspects of academic advising with primary focus on the Elon 101 Teaching Assistant (TA) program. The GA will be an integral partner in managing the program initiatives and accomplishing the program mission. The GA will also work with staff in the office to provide comprehensive academic advising services for undergraduate students. The GA participates as a professional staff member in office programs and functions, including opening of term activities, advising presentations, and individual advising appointments. The GA also serves on internal committees and work groups when applicable. Please note that some evening/weekend work hours may be periodically required throughout each semester. 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 paid membership to NACADA and professional development funds to attend a local or regional conference (i.e. NACADA Region III, SACSA, NCCPA, etc.) in the first year.

Primary Duties

Elon 101:

- Assist the Director of Elon 101 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 101 TAs throughout duration of position.
- Co-manage and co-supervise Elon 101 Teaching Assistant Leadership Team (TALT) to include oversight of the development of monthly in-service professional development workshops throughout the fall semester.
- Coordinate the Elon 101 Teaching Assistant (TA) recruitment and hiring process to include marketing, publicity, application, interview, and selection process.
- Plan and lead the Elon 101 TA Contract Party during spring semester.
- Coordinate the logistical planning of Elon 101 TA programs and information, including requesting presenters, communicating with campus partners, managing multiple databases, maintaining of the Moodle site and TA list serve, and managing social media accounts/platforms.
• Communicate with Elon 101 Instructors (faculty and staff) in the facilitation of the Elon 101 Instructor and TA matching process.
• Assist Coordinator of KLC Peer Mentoring Initiatives with facilitation of Elon 101 TA training in August.
• Co-teach Elon 101 with Director of Elon 101 in fall semester. (Year Two)
• Assist Director of Elon 101 and Coordinator of KLC Peer Mentoring Initiatives with creating an assessment cycle for the Elon 101 TA program to include benchmarking and designing assessments.
• Other duties as assigned by the Director of Elon 101.

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 the Appreciative Advising and Strengths Based advising philosophies and models.
• Advise a caseload of undergraduate students (not to exceed 20 students) on their academic courses, majors, and goals. (Year Two)
• Attend departmental meetings; when appropriate, attend campus-wide committee meetings with office staff.
• 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.).

Additional Responsibilities Required
• Create an program proposal for a local and/or regional higher education conference
• 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 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.