Graduate Assistant for Student Academic Affairs
College of Arts and Sciences Dean’s Office

Hiring Department: College of Arts and Sciences Dean’s Office
Supervisor: Assistant Dean for Student Academic Affairs
Position Title: Graduate Assistant for Student Academic Affairs
Position Time: Part-Time (18 hours/week), 10-month (August–May)
Remuneration: $13,000 (10-month); tuition for 9 credit hours/semester

Summary of the Department:
The Office of the Dean, College of Arts and Sciences (CAS), serves as the central administrative unit overseeing operations and services of the largest undergraduate school in the university; 18 academic departments and 20 interdisciplinary programs comprise the College. The CAS Dean’s Office oversees the College’s resources and finances; faculty affairs; academic affairs and curricular development; student academic affairs and policies; and undergraduate academic advising. In support of the College’s faculty, staff, and students, the Dean’s Office works in collaboration with offices across the divisions of Academic Affairs and Student Development including: First and Second Year Advising; Student Transitions and Orientation; the Provost’s Office; Registration and Records; Student Leadership Development; Undergraduate Admission; and the Adult and Transfer Center.

Goals and Objectives of the Position:
The Graduate Assistant for Student Academic Affairs within the College of Arts and Sciences Dean’s Office is a 10-month professional appointment. The Graduate Assistant will work across a variety of areas within the CAS Dean’s Office related to student academic affairs including educational programming; academic orientation; academic advising; and administration. The Graduate Assistant position will provide experience in program planning and implementation, development and evaluation of policies and procedures, undergraduate academic advising, and student academic affairs administration. This position is primarily based at the Lake Shore Campus.

Essential Duties and Responsibilities include the following:
- Using a developmental approach, assist transfer students, juniors, and seniors in one-on-one academic advising, drop-in advising, and new-student orientation advising, imparting a working knowledge of degree requirements and opportunities for students to achieve their academic, career, and life goals.
- Assist with logistics for academic aspects of transfer student orientation, including advising new students, auditing transfer coursework for degree requirements, and leading academic presentations.
- Assist with processes for the review of and services for students on academic probation.
- In collaboration with professional staff and/or campus partners, design and facilitate educational workshops and programs (assisting in content development and administration, such as room reservations, marketing efforts, etc.) geared toward the development of juniors, seniors, and transfer students.
- Assist with research and development of student academic policies and procedures.
- Assist with language competency exam programs and conduct outreach to non-Loyola faculty evaluators regarding language assessment.
- Develop on-going assessment and evaluation plans for student academic affairs and academic advising services in the Dean’s Office.
- Analyze and evaluate programs and services for effectiveness; collaborate with academic advising team to design and implement changes to improve services.
- Evaluate and update advising-related communications materials (e.g., *Sound Advice* news, social media, etc.) for effectiveness and create new materials as necessary.
- Review and process graduation applications and degree audits.
- Meet weekly with the Assistant Dean for Student Academic Affairs or with the Senior Academic Advisor for on-going professional development.
- Meet weekly with and as a member of the academic advising team.
- Assist staff with administrative tasks such as updating academic advising forms, mailings, phone calls, e-mails, etc., as needed.
- Participate in and assist with College and University events including commencement.
- Maintain work schedule of 18 hours/week, with occasional weekend and evening commitments.
- Other duties as assigned.
- Additional opportunities may be available based on interests, abilities, and department needs.

**Qualifications (Education/Experience):**
- Bachelor’s degree; full-time enrollment in the Higher Education program within the School of Education at Loyola University Chicago.
- Demonstrated leadership ability and a desire to work with college students, faculty, deans, and staff across levels.
- Previous experience in program planning and public presentations.
- Desire to apply learning of college student development.
- Excellent listening skills and self-awareness.
- Excellent written and verbal communication skills.
- Extraordinary attention to detail.
- Strong organizational skills and ability to independently manage multiple detail-oriented projects and assignments.
- An appreciation for Jesuit Catholic education.
- A commitment to social justice, global awareness, inclusion, and diversity.
- Proficiency with Microsoft Office Suite and other common computer applications.

*The CAS Dean’s Office encourages applications from candidates who identify as being from diverse backgrounds with regard to ethnicity, culture, gender identity, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout the university.*