The Academic Advising Center seeks graduate students interested in gaining professional experience while making meaningful contributions as a valuable team member through an academic advising internship/practicum. A year-long commitment (August 2018 – May 2019) of 10-15 hours per week is preferred, but not required. This would not be a paid position.

Position  Graduate Assistant/Intern

Benefits
- Training, guidance, and mentorship from experienced staff in the Academic Advising Center
- Work with a dynamic undergraduate student population at the country’s only comprehensive college dedicated to communication and the arts in a liberal arts context
- Participate in academic advising and programming, while also working on related projects tailored to your own professional interests in higher education

Opportunities
All interns have the opportunity to:
- Conduct one on one and group advising meetings
- Participate in staff and supervision meetings
- Develop and present group workshops
- Assist with planning, marketing, and implementation of programs and events
- Provide administrative support and office coverage as needed
- Work with databases, student information systems and other advising technology
- Assist with planning and experience a high-level of student contact

Qualifications
- Enrolled in higher education or related programs
- Strong interest in providing service excellence to students
- Strong oral and written communication, presentation and organizational skills
- Flexible and self-motivated with a sense of humor
- Basic computer skills

To apply
- Please send a resume and cover letter to Beth Callahan, Academic Advising Center Administrative Associate, at Beth_Callahan@emerson.edu