

Job Description

Position Title: Federal Work Study - Advising Assistant

Department: Academic Advising Center

Supervisor(s): Margo Heberling (406) 683-7050 and Alyssa Waters (406) 683-7049

Pay Range: \$8.15 - \$9.95/hr

Primary Purpose and Function

The Academic Advising Center provides students with a central point of contact for assistance in reaching their academic goals by connecting them with their faculty advisor and giving them information needed to make informed decisions regarding their academic success. You will be assisting the academic advisors by helping students by phone and in person by answering general questions.

Required Skills:

- Professional manner in person and on phone
- Attention to detail
- Excellent filing skills (alphabetizing of filing system)
- Basic computer skills (MS Office, Banner, Dawgs, Outlook Email & Calendar use preferred)

Essential Functions and Responsibilities:

- Be knowledgeable of all forms
- Answer general questions
- Direct students to appropriate advisor for consultation; may include obtaining information through Banner
- Answer phone calls, make appointments, maintain calendar
- Prepare files for Advisor appointments
- Maintain documentation for student files. This may include preparing new files, copying evaluations, and any general correspondence with students
- Keep office information updated.
- Make all forms available for general student use. This will include copying and stocking forms
- Process mail daily
- Maintain confidentiality
- Assemble Advising Handbooks
- Keep front office neat and orderly
- Perform other tasks as assigned

Company Policy/ Procedure

- Must sign a confidentiality form
- Must understand and follow FERPA
- Must follow UMW employment policy