

## Graduate Assistantship in the Office of Academic Advising

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Office of Academic Advising, Adams Library, Level 1  
2023-2024

Full-time advising position

A Graduate Assistant in the Office of Academic Advising (within the Office of Academic Support) is someone who coaches undergraduate students as they chart a successful path at Rhode Island College, and will carry a small case load of first-year, Exploring students.

Graduate Assistants hold individually focused academic advising appointments to share college information, assist students in selecting appropriate courses for the Exploring Majors (Undeclared) and support students' exploration and discovery of various academic and social opportunities that will enhance their experience at Rhode Island College. More specifically, Graduate Assistants work with undergraduate students as they make decisions about majors, career paths, course selection, and meeting college graduation requirements. In previous years Graduate Assistants have played a vital role in serving the academic advising needs of the students.

Additionally, graduate assistants collaborate with professional staff in the development of new retention efforts at RIC. Graduate assistants will use Starfish to advise their students and will support the intervention efforts for at-risk students through the Starfish early-alert system. Graduate students may also serve as academic coaches and provide support for students who are on academic probation. The Graduate Assistant will collaborate with the Office of Advising team on enhancing the offices' social presence and planning events related to advising, registration, and major exploration.

In this role graduate students have the opportunity to work with a diverse team while developing skills that include but are not limited to: academic advising, communication, problem solving, interpersonal skills, academic counseling, and teamwork. In addition, graduate students in this role will be able to develop experience in student success initiatives, retention efforts, academic advising philosophies, first year transitions, student development, social media marketing and higher education.

Please send application, resume, and cover letter to Lindsay Petrarca, [lpetrarca@ric.edu](mailto:lpetrarca@ric.edu).