College of Business Student Success Center

Academic Advising Assistant Position

The College of Business Student Success Center provides academic advising, career development, recruiting and undergraduate Dean's office support for all undergraduate students in the College of Business. The Center is seeking to add members to the academic advising assistant team. Advising assistants work very closely with the professional academic advisors in the college and are successful and experienced students in the business program. Advising assistants meet with students to provide information about the curriculum, activities and resources in the business program and at the university.

Minimum Qualifications:
- Current K-State College of Business student at time of applying
- Minimum of at least 1 semester completed at K-State
- 2.5 of higher cumulative GPA
- Strong knowledge of College of Business curriculum and programs
- Actively involved in extracurricular activities
- Knowledge of KSIS, DARS and the enrollment process
- Strong communication skills (written and verbal)
- Must be able to maintain confidentiality
- Able to give at least 1 year commitment to the position

Preferred Qualifications:
- Completed or currently enrolled in GENBA 105 Business Orientation, GENBA 110 Business Foundations and GENBA 166 IT Skills Proficiency
- Qualify for Federal Work-Study funding

Job Responsibilities:
- Assist students in one-on-one sessions by providing information about the curriculum, activities, and resources in the college and at the university
- Assist students with KSIS, DARS, and the enrollment process
- Assist students with creating a draft long range plan and other assignments in GENBA 105 Business Orientation
- Respond to phone calls, emails and follow up with students as needed
- Assist students by analyzing concern and making appropriate referrals
- Assist with new student orientation in fall and spring semesters
- Provide information about the Advising Assistant program to students in GENBA 110 Business Foundations, Transfer student and at other events
- Attend weekly training meetings and perform other duties as assigned
- Assist with Orientation and Enrollment in June – if available

Pay: $8.00 per hour
Hours: 10-15 hours a week
Work schedule built around class schedule

Applications are due by 5pm on Monday, March 30. Please apply HERE.