CSH Graduate Student Coordinator Position Description
Summer 2016

General Summary:
The College of Science and Health (CSH) Office of Advising and Student Services is looking for a graduate student for summer 2016 to assist in the management of the advising process during the first year student orientation program Premiere DePaul. The graduate student in the Office of Advising and Student Services will report to the associate director of academic advising and is responsible for coordinating and overseeing the logistical and administrative processes of Premiere DePaul. He/she will be responsible for assisting with faculty training, coordinating file preparation, compiling evaluation data reports and metrics, delegating responsibilities to undergraduate office assistants, and tracking supplemental credit. He/she will also have an opportunity to shadow experienced faculty and staff academic advisors. This position will require knowledge of university and college policies and procedures, the DePaul Vincentian mission, and higher education and student affairs theory.

Principal Duties and Responsibilities:
- Assist with summer faculty training: provide training support, assist with room set up and logistical details, participate in small group discussions, and present on academic topics
- Create new student registration queries using Microsoft Excel
- Analyze and ensure the appropriate application of external AP credit toward the degrees of new CSH students by using the online Degree Progress Report (DPR) tool
- Interpret math and writing placement tests and offer correct placement suggestions
- Create Premiere advising grids using Microsoft Excel, and send them to orientation partners such as new Student and Family Engagement (NSFE), First Year Academic Success (FYAS), Honors, Athletics, and the First Year Program office
- Serve as the primary contact for any Premiere schedule changes including additions and cancellations. Communicate changes to appropriate staff
- Send faculty email reminders in advance of Premiere advising sessions and provide the schedule and other room details
- Lead advising room set-up: verify technology is working, replenish resources and forms in the advising space
- Maintain list of closed classes and disseminate it for each Premiere session
- Conduct audits on all First-Year student schedules and contact students if changes are necessary
- Track and update supplemental credit based on Transfer Credit Declaration forms and communicate to students once credit has been posted
- Create and maintain pending transfer credit database to track incoming credit and communication with students.
- Send advising evaluation to students and compile data results, provide statistics and results for each question, track metrics, and create end of summer new student advising report
- Compile outcomes assessment and data findings, and present to full-time CSH staff to provide suggestions for future orientations.
- Manage CSHAdvising@depaul.edu inbox
- Assist with the advising process for the transfer student orientation program Transition DePaul.
- Perform other duties as assigned by associate director of academic advising
Ideally, this position will begin May 31, 2016 and end September 30, 2016. The position commitment is 22 hours a week. This is a paid position with a competitive hourly rate. Tuition waivers/assistance is not available.

**Knowledge/Skills/Abilities:**

- Bachelor degree required
- Enrolled in a Master’s degree program required. Graduate coursework in counseling, higher education, college student development or related program is preferred
- Knowledge of science related majors is preferred
- Administrative experience is preferred
- Excellent verbal and written communication skills
- Excellent time management skills
- Proficient in Microsoft Office applications, especially Microsoft Excel
- Strong attention to detail
- Strong organizational skills
- Ability to work independently and as part of a group
- Ability to multi-task and work under time constraints
- Ability to work with a diverse population of students, faculty, and staff