Office of Transfer and Transition Services Function:

The Office of Transfer and Transition Services is an advising center of professional educational advisors that provides open option, conditionally admitted students, and transfer students with developmental advisement and enrollment services. The mission is to: 1) advise and assist students in the development and pursuit of academic programs which maximize their abilities and interests; 2) aid students to develop personal, professional, and career goals that are challenging, worthwhile, and realistic, and to plan programs that achieve these goals; 3) encourage students to pursue self-discovery, exploration of subject areas, academic breadth and depth, and utilization of institutional resources to make important decisions in regard to educational programs that lead to career choices; 4) interpret institutional policy in regard to degree requirements, course sequencing, and prerequisites; assist students with the technology available for self-enrollment; and, assure equal access for all students.

Graduate Assistant Duties and Responsibilities:

- Advising students
- Coordination with other Advising Offices
- Liaison for Advising to other campus offices
- Dedication to ‘one-stop shop’ values
- Seek opportunities for professional development
- Administrative duties supporting the office professional
- Managing overflow traffic
- Other projects as determined and needed by the office of Transfer and Transition Services

Due to the nature of Academic Advising work, some weeks may demand working more than minimum 20 hours and will include occasional weekends to complete tasks and help coordinate orientation events.

Graduate Assistantship Philosophy:

Graduate Assistants are expected to support and participate in events designed for the academic, personal, and transition success of conditional and open option students. These events include, but are not limited to:

- Student staff training
- Student orientation
- AE 1400 – Freshman Orientation Course
- Campus Visit Days
- Discover Central Days
- Open Option social
- Athlete enrollment sessions
Outcomes of Graduate Assistantship:
- Develop a professional image and orientation to the field of Academic Advising
- Develop skills necessary to be a successful Advising professional
- Understand and develop an appreciation for “one-stop shop” mentality and the “generalist” approach to Advising and Student Affairs.

Compensation:
- 7,500 stipend
- Tuition waved for up to 20 hours annually
- Professional Development opportunities

Skill Requirements:
- Ability to work with a diverse student base, staff, and faculty.
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Strong knowledge of Microsoft Excel or Access
- Initiative and self-direction
- Creativity
- Tact and Confidentiality

To Apply:

Please send the above materials to:

    Alan Nordyke
    Director of Residential Life
    Office of University Housing
    Ellis Complex – L23
    Warrensburg, MO 64093

All questions regarding this position can be forwarded to:

    Audrey Ming
    Graduate Assistant
    Office of Transfer and Transition Services
    WDE 1900
    ming@ucmo.edu
    660-543-4721