Academic Advising
Graduate Assistant Position Description

**Summary of Position:** Provide academic advising to 100 - 150 Pre-Nursing majors each semester. Assist with academic advising for new and transfer student orientations. Maintain detailed records of appointments including information disseminated to students; refer students to appropriate campus resources; adhere to all policies associated with the university, particularly those regarding confidentiality of student information. Participate in outreach efforts to connect students to advising and to increase graduation and retention rates through specific developmental interventions; this includes but is not limited to UWG Preview Day and other campus events. Ability to use technology including, but not limited to, MS Office, Grades First/SSC, and Banner.

For more information about the Tanner Health System School of Nursing Academic Advising department, please [click here](#).

**Additional Details:**
- GAs may work no more than 20 hours per week; supervisor will accommodate CSA course schedules.
- Tuition waiver and monthly stipends for the division of Academic Affairs vary from the division of Student Affairs. Our current budget allows for a tuition waiver and a monthly stipend of $700 for Fall and Spring semesters.