Graduate Assistant Position Available

The Psychological Sciences Undergraduate Advising Office is looking for a motivated graduate student who is interested in working with undergraduate students in an advising capacity for the remainder of the Spring 2023 semester. The Psychological Sciences Undergrad Advising Office services around 1200 Psych majors and 250 minors at the Storrs campus. Generally, students seek support for course scheduling, clarification on curriculum requirements, graduation planning, career exploration, graduate school planning, academic success resources, and University/CLAS policy information. There may be an opportunity to continue beyond the Spring 2023 semester.

We are seeking a candidate who is detail orientated, flexible, takes initiative, is able to multitask and manage multiple tasks, enjoys working independently but and also as a team, and is open to learn, grow, and develop professional skills working with students in an advising capacity.

See duties and details below.

Duties:

- Work 10 hours per week in the Psych Undergrad Advising Office
- Manage a caseload of 100-200 students
- Offer student appointments
- Monitor drop in hours
- Assist with administrative tasks, projects, and events

Details:

- 10 hours of a graduate assistantship
- Applicant will be trained in Psych major requirements, policies, and procedures
- Potential option for the Fall 2023-Spring 2024 academic year for 20 hours per week

Interested applicants should email undergradpsych@uconn.edu with a copy of their resume/CV, as well as a letter of intent. Applicants will be considered on a rolling basis until the position is filled.