



DIVISION OF UNDERGRADUATE STUDIES (DUS) Graduate Assistant Position Description

URL for more information:

www.psu.edu/dus/

Contact person for more information:

Dr. Linda Higginson, Assistant Dean for Advising
814-865-7576
lxh1@psu.edu

Purpose

DUS's principal responsibilities include two aspects of academic advising: the University-wide First-Year Testing, Counseling and Advising Program (FTCAP) and the DUS Enrollment Program. The first stage of academic advising for Penn State's entering first-year students, FTCAP includes a one-day visit to campus in the summer (during which time students engage in small Educational Planning Meetings and large group sessions, a one-on-one meeting with a FTCAP Consultant, and academic advising sessions with advisers in the students' colleges of enrollment). Through the Enrollment Program of DUS, over 20 percent of new first-year students typically choose DUS as their initial "major" so that they can explore educational opportunities before committing to a specific academic college and major. The Graduate Assistantship will enable experience in the DUS Enrollment Program and all phases of FTCAP planning.

Activities and responsibilities of the Graduate Assistant will be jointly coordinated by Dr. Linda Higginson, Assistant Dean for Advising, and Dr. Marie Lindhorst, Associate Director.

Principal Activities/Responsibilities:

- Work with professional academic advisers providing assistance to students;
- Assist in development of online communications and educational programs;
- Participate in selected research projects;
- Participate in selected program development projects;
- Serve as Consultant/Group Leader during summer component of FTCAP (additional stipend applies);
- Participate in the development, implementation, and interpretation of assessment and program evaluation tools for FTCAP
- Assist in the development of ongoing FTCAP projects, such as Web-based placement testing, on-line tutorials, media presentations, writing projects, and presentations.
- Attend FTCAP operations and team meetings and DUS professional development conferences throughout the year.

Learning Outcomes:

- Synthesize relevant student development and learning theories and effectively apply these to practice.
- Develop and demonstrate management, program planning, program implementation, and leadership/teamwork skills.

- Demonstrate interest in and ability to learn about ideas and beliefs different from one's own.
- Demonstrate understanding of how to employ multiple strategies for program development and evaluation.

General Qualifications:

Applicants must qualify for admission to the Graduate School and to the College Student Affairs program. Applicants should have:

- an interest in first year students;
- excellent time management skills;
- excellent oral and written skills, and adequate quantitative skills with some understanding of qualitative research;
- some experience using the Web as an educational tool;
- ability to work with a variety of staff; and
- sensitivity to diverse populations.