

School of Business Administration (SBA)

Undergraduate Academic Advising

Overview

The Graduate Assistant (GA) will serve as the Academic Advisor for Discover Business majors. These students are freshmen and sophomores in the School of Business Administration that have not yet declared one of the 8 majors offered in the business school.

Responsibilities

The GA will see students by appointment and during walk-in hours to discuss registration, dropping and adding of classes, 4 year graduation plans, and any other academic issues the student may wish to discuss. These issues can include description/discussion of majors and any entrance requirements for those majors, study abroad opportunities, transfer credit agreements, and any other policies and procedures related to academics. Academic advising often includes referrals to other professionals and offices on campus, so a strong working knowledge of campus resources is required. The GA will also be responsible for the coordination, implementation, and monitoring of the internal transfer process and the communication with non-business students that are in this process. Preferred schedule will be Monday through Friday 12:30-4:30 p.m. and will take place in 108 Miriam Hall.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

For more information, please contact:

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