

Graduate Assistant Job Posting

Department/Title

Engineering Education Information Technology (I.T.) and Academic Advising Graduate Assistant

Position Summary

The Department of Engineering Education, home to “General Engineering” students, is seeking a graduate assistant for I.T. and academic advising. All first year and transfer students admitted to engineering are admitted to General Engineering. Once specific **course requirements** have been completed, students become eligible to declare any of the 15 degree programs. The graduate assistant will be responsible for updating advising I.T. systems and apps, and serving as a backup to the academic advising team. This position will report to the Director of Advising and Director of Enrollment Management.

General responsibilities and duties of the position include:

- Communicate in a highly professional manner with department faculty, university administrators, researchers, staff and students.
- Update existing advising I.T. systems and apps using PHP/MySQL
- Develop new advising database web applications in PHP/MySQL
- Provide technical expertise in the use, administration, and troubleshooting of both Windows and Macintosh platforms
- Assist with data analysis for advising and enrollment management
- Create academic advising assessment reports
- Assist students with (1) analyzing goals, interests, and abilities; (2) relating these to engineering academic and career

Position has been filled.

Required Qualifications

- Bachelor’s degree in computer engineering, computer science, or I.T. related field
- Must be a Masters or PhD student at Virginia Tech in computer engineering, computer science, or I.T. related major
- Advanced computer skills in PHP/MySQL
- Excellent organizational and analytical skills; demonstrated knowledge and use of personal computers with the ability to use software, including but not limited to the advanced uses of Microsoft Word, Outlook, Excel, and Adobe Suite Products
- Excellent problem-solving skills
- Ability to work independently and prioritize work load.
- **Preference will be given to persons with degrees or experience in computer programming, assessment, and data management.**

Application Submission Process:

Interested applications should email the following documents to Dr. Marlena Lester at marlenal@vt.edu with the email subject: Last Name, First Name - Advising GA Application

1. resume or curriculum vita
2. cover letter addressing the following questions:
 - What is your motivation for applying for the position?
 - What experience do you have with PHP and MySQL?
 - Why do you feel you are qualified for the position?
3. name and contact information for three professional references

Applications will be accepted on a rolling basis until the position is filled.