**College of Pharmacy**

# Oregon State University

**College of Pharmacy Student Affairs Department:**

Lauren Corwin, Assistant Head Advisor

**Position Description:**  Graduate Teaching Assistant

**Position Summary:** The College of Pharmacy (COP) Student Services Department serves professional students enrolled in the Pharm.D. program, graduate students in the college MS and/or Ph.D. program, and undergraduate students in the Early Assurance Program. The college GTA will work with other department members to: advise EAP students, maintain various student databases, assist with college and campus admission/recruitment/orientation programs, and participate in some data gathering and analysis. The Student Services GTA will report to Lauren Corwin, Assistant Head Advisor for the College of Pharmacy. **No pharmacy experience is necessary for this position.**

**Appointment:** Nine-month academic appointment at 0.49 (19 hours/week). The potential for a summer appointment (beginning approximately mid-June) exists if it is mutually agreeable to the GTA and the COP.

**Essential Duties and Responsibilities Include:**

1. Assist with all aspects of the Early Assurance Program and recruitment of a representative and inclusive student body.
2. Present programs, outreach, and academic advising to prospective pharmacy students on campus and throughout the state at events such as Beaver Open House, Preview OSU, Spring Visits, and various Career Fairs. This may require some evening and weekend hours.
3. Assist with COP admissions processes as needed.
4. Assist with data gathering and analysis as it pertains to student recruiting, admissions, and progression.
5. Provide academic advising to Pharm.D. students.
6. Respond to student questions and make referrals as appropriate via phone or in person.
7. Assist other members of the department with various projects as necessary.

**Qualifications:** Admitted and enrolled in a graduate program at OSU with a major in counseling, college student services administration or a related field. Background and experience in academic advising, teaching, or counseling preferred. Ability to work effectively with a diverse student population and college faculty members. Experience related to Pharmacy is not required.

**Knowledge, Skills, and Abilities:** Ability to: plan, implement and report activities; communicate effectively in writing and to prepare written documents; use effective oral communication, both in person and by telephone; use a computer to word process, access database information (ACCESS, WebAdMIT), and use email and internet resources; learn to use the Banner Student Information System and Web for Advisors; maintain a consistent and dependable work schedule; occasionally travel to meetings, classes, other colleges, and other sites on and off campus; occasionally work evenings and weekends for meetings and special events; maintain confidentiality of all student records.