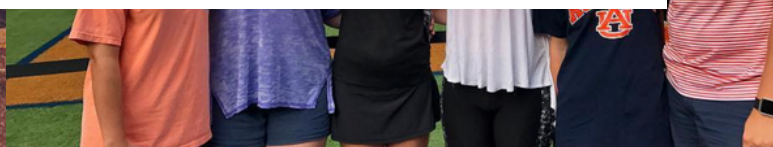
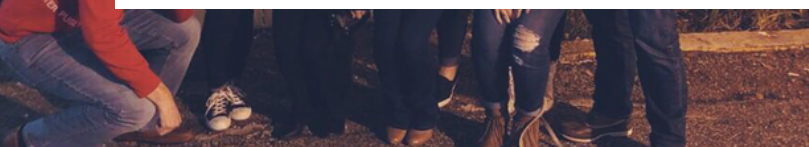
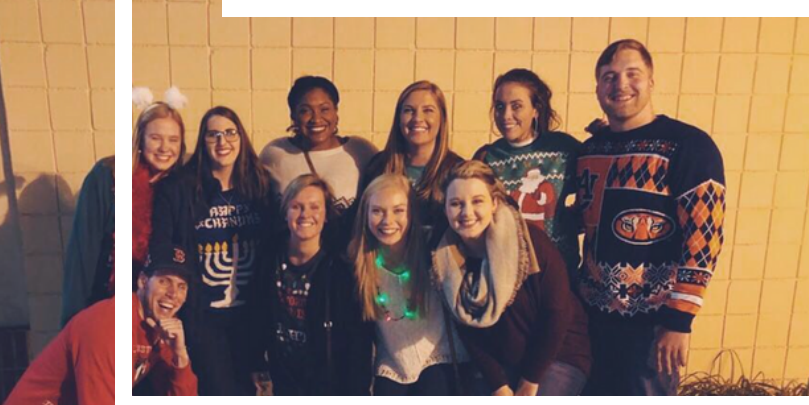
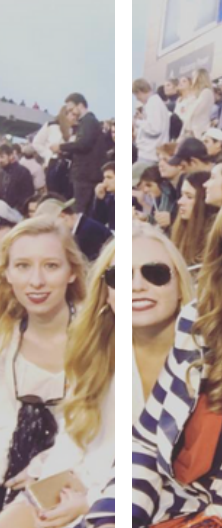




PLACEMENT FOR GRADUATE ASSISTANTS DAY  
AUBURN UNIVERSITY

# PGA GUIDE

MARCH 3RD - 5TH 2018



# WELCOME!



**AUBURN**

UNIVERSITY™

Congratulations on your admission into Auburn University's Graduate School! My name is Gracie Lester and I have the privilege of serving as the Higher Education Student Association (HESA) president. On behalf of HESA, Placement of Graduate Assistants (PGA) planning committee, current students, faculty, and staff we are thrilled to have you here at Auburn, Our Graduate Assistantships provide students with incredible experience and professional development that mold them into leaders. Your Graduate Assistantship will challenge you, but at Auburn, you will be supported and provided with incredible opportunities for professional development.

The faculty members and students are excited for you to join the Auburn Family. We are confident in your ability to contribute not only to an individual program, but the University as a whole. PGA is your opportunity to explore our program, interview for Graduate assistantship positions, and meet the students, faculty, and staff. The PGA guide is full of information to help make this weekend a little less stressful. If you have any further questions of concerns you can email [pga@auburn.edu](mailto:pga@auburn.edu)

We hope you enjoy your time here, we're glad to have you!

Gracie Lester,

HESA President

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# WHAT IS HESA?

The Higher Education Student Association serves as the voice for the Higher Education Master's and Ph.D. level programs at Auburn. Auburn graduate students are very connected, and therefore we welcome everyone to be a part of HESA!

HESA hosts several professional development as well as social opportunities each month. Professional development topics vary, and some previous sessions have included a resume/cover letter workshop, conference presenting tips, and networking do's/don'ts!

We also host fun social events throughout the semester, including a Halloween social and Friendsgiving in the fall, and a Mardi Gras potluck and St. Patrick's Day bar crawl in the spring, among many others.

Connect with us!



@AuburnHESA



@AuburnHESA



@auburnhesa

# AUBURN AT A GLANCE

## TRADITIONS

- Auburn Creed: The heart of the Auburn Family, the creed includes Auburn University's core traditions of passion and spirit.
- Aubie the Tiger: The official mascot of Auburn and all Auburn athletic's teams. A popular character among Auburn fans and one of the most animated mascots in the country, Aubie is the living spirit of Auburn.
- War Eagle: War Eagle has been an Auburn icon for more than 100 years, symbolizing strength, power and courage as well as other important values such as freedom, American heritage, and the preservation of our environment. "War Eagle" is Auburn's battle cry, and has become a way for the Auburn Family to greet and identify with each other all over the world.
- Hey Day
- A-Day: Spring football scrimmage at Jordan-Hare Stadium that gives Auburn fans a chance to preview the Tigers before the fall.



# AUBURN AT A GLANCE

## THINGS TO DO

- Explore downtown Opelika
- Go on a hike at Chewacla State Park
- Attend an Auburn University football game/tailgate
- Sip on some Toomer's famous, fresh-squeezed lemonade
- Visit the Jule Collins Smith Museum of Fine Art

## PLACES TO EAT:

The Hound  
Amsterdam Cafe  
Acre  
The Depot  
El Dorado  
Irish Bread Pub



# SCHEDULE OVERVIEW

## SUNDAY, MARCH 4TH

9:00 a.m.	Orientation
11:45 a.m.	Campus Tours
12:30 p.m.	Lunch
1:30 p.m.	Softball Game
3:00 p.m.	Current GA & Interviewee Cookout Dinner

## MONDAY, MARCH 5TH

7:45 a.m.	Registration begins
8:00 a.m.	Welcome & opening remarks Breakfast for candidates & employers
9:00 a.m.	Interviews begin
12:00 p.m. - 1:00 p.m.	Lunch for candidates & employers
3:00 p.m.	Interviews conclude

# REGISTER FOR PGA

Our Placement for Graduate Assistants events are open to any potential graduate student who is considering graduate studies at Auburn University and has a desire to work in a student-centered environment. During the application process, candidates may request interviews based on their interest in a specific office and position. Interviews are then offered at the discretion of each office.

## Important Dates to Keep in Mind for this Year's PGA

- December 1st: GA positions/applications available online  
at [https://auburn.qualtrics.com/jfe/form/SV\\_eX6XIIgKYEtrENL](https://auburn.qualtrics.com/jfe/form/SV_eX6XIIgKYEtrENL)
- February 1st: HIED application due
- February 19th: Applicants notified of offered interviews
- February 23rd: Applicants accept interviews and confirm PGA attendance
- February 28th: Applicants receive interview schedule
- March 5th: PGA on-campus interviews
- March 7th: Employers begin offering positions to applicants

For any other questions or concerns, feel free to email us at [pga@auburn.edu](mailto:pga@auburn.edu)



# NAVIGATING THE ASSISTANTSHIP PROCESS

## BASIC TIPS

- Choose a supervisor you can see yourself working with over the next two years
- Make sure to ask plenty of questions of your own during the interview process
- Pick an office that seems to be the right fit for you (mission, co-workers, etc.)
- Use specific experiences and events to illustrate your skills and abilities
- Come prepared with around three questions to ask the panel at the end of your interview
- Bring thank you notes to send to employers after your interviews

## TIPS FROM CURRENT GRADS

- Broaden your horizons. Interview for positions outside of your comfort zone. Choose something that will both challenge and excite you
- Bring your business cards, resumes and references with you. Most employers will have this information on hand but it shows you are prepared.
- Act as though you are being interviewed for the extent for PGA. Don't show up to breakfast in sweats just because your interview isn't until 2.
- "Tell me about yourself" should be answered in relation to the position. Refrain from talking about your childhood, hobbies, favorite foods, etc.
- Take time to formulate an answer in your mind before responding
- Answer "tell me about a time when..." questions using the STAR method. Situation, task, action, result.
- Dress to impress- blacks, greys and navys are always safe colors
- Meet a new friend at PGA- exchange business cards

# TRAVEL GUIDE & WHAT TO PACK

## WHAT SHOULD I WEAR?

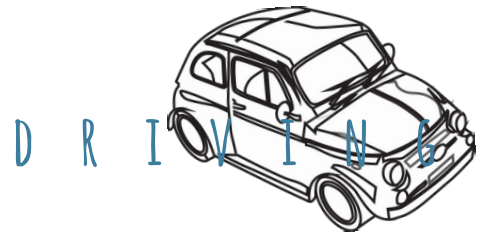
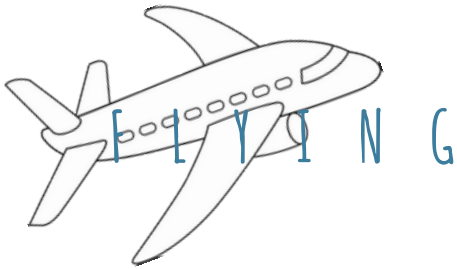
We recommend you dress business professional for your on-campus interviews



You might also consider bringing the following:

- Gum/mints
- Thank you cards
- Wrinkle spray
- Notepad/portfolio
- Pen
- Cough drops
- Business cards (if you already have them)
- Extra cash
- Comfortable walking shoes (for the tours on Sunday)
- Toiletries
- Umbrella/rain jacket
- Pillows/blankets/air mattress (talk with your host to see if any of this is needed)

# GETTING TO AUBURN



If you will be flying to PGA, we recommend flying into either Atlanta or Birmingham airports.

(Keep in mind Atlanta is in EST and Auburn is in CST)



From the west:

- Take I-85 N

From the east:

- Take I-85 S

From the north:

- Take I-65 S & US 280 E

From the south:

- Take US-431 N

# LODGING & ACCOMMODATIONS FOR PGA

We are working on matching as many interviewees with a current Auburn Grad host, to mitigate travel and lodging costs. However, hosts are limited, and accommodations will be made on a first-come, first-served basis.

You will be contacted via email if selected to stay with one of our hosts!

Other lodging options for PGA include:

- The Hotel at Auburn University (located directly off of campus)
- Hilton Garden Inn Auburn/Opelika
- Hampton Inn Auburn
- Candlewood Suites Auburn
- Holiday Inn Express & Suites
- Airbnb

# CURRENT GRADUATE ASSISTANTS



Presley Townsend  
Marit Winborn  
Gracie Lester  
Jessica Steele  
Alexis Fineberg  
Amanda Ballouk  
Anna Claire Peaden  
Chris Schoen  
Colin Warner  
Austin Dyer  
Claudia Seckinger  
Emily Edkin  
Emily Scarpa  
Katherine Ford  
Lindsay Ollis  
Macy Jones  
Meredith Browning  
Wilson Lester

Graduate Assistant, Student Leadership programs  
Graduate Assistant, Service Programs  
Graduate Advisor, Student Organizations  
Graduate Assistant, Communications & Marketing, Student Involvement,  
Graduate Assistant, Student Programming  
Graduate Assistant, Student Organizations  
Career Advisor, Career Center  
Graduate Assistant, Athletics Marketing  
Graduate Area Coordinator, University Housing  
Graduate Assistant, Recreation & Wellness Center, Auburn Outdoors  
Graduate Area Coordinator, Auburn University Housing  
Graduate Assistant, Athletics Marketing  
Graduate Area Coordinator, Auburn University Housing  
Graduate Assistant, Communications & Marketing, Grad Office  
Graduate Assistant, Panhellenic Council  
Graduate Assistant, Auburn University Softball  
Graduate Assistant- First Year Experience  
Graduate Assistant, First Year Experience

# YOUR DEGREE AT AUBURN

## HIGHER ED M.Ed.

30 credit hours required

### SAMPLE COURSES

HIED 7200: Org Issues in Higher Ed  
HIED 7210: Leadership in Higher Ed  
HIED 7220: Higher Ed Management  
HIED 7230: Student Services  
HIED 7240: Legal Issues in Higher Ed  
HIED 7250: College Student Development  
HIED 7270: Overview of Postsecondary Ed  
HIED 7400: Sport Marketing & PR  
HIED 7910: Practicum  
HIED 7970: Special Topics  
HIED 7920: Internship  
HIED 8200: Assessment & Evaluation  
HIED 8230: Planning & Budgeting  
HIED 8480: Institutional Research  
HIED 8500: The Professoriate

### CONTACT

Dr. David DiRamio  
(334) 844-3065

Dr. Crystal Garcia  
(334) 844-3074

## ADULT ED M.Ed./MS.

30 credit hours required

### SAMPLE COURSES

ADED 4050: Methods of Teaching in Adult Education  
ADED 4600: Nature of Adult Education  
ADED 4610: Directed Work Experience  
ADED 4620: Community Concepts, Programs and Resources in Adult Ed  
ADED 4650: Teaching the Disadvantaged Adult  
4660: Teaching in the Non-School Setting  
ADED 4910: Practicum  
ADED 4920: Internship in Adult Ed  
ADED 7010: Learning Resources  
ADED 7050: Methods of Teaching in Adult Ed  
ADED 7060: Curriculum and Program Planning  
ADED 7640: Workforce Education  
ADED 7680: Learning Styles in Adult Ed

### CONTACT

Dr. James Witte  
(334) 844-3054

## COUNSELING M.Ed.

60 credit hours required

### SAMPLE COURSES

COUN 7200: Introduction to Measurement & Assessment  
COUN 7230: Career Development & Vocational Appraisal  
COUN 7240: Counseling Children & Adolescents  
COUN 7310: Counseling Application of Lifespan Development  
COUN 7320: Counseling Theories  
COUN 7330: Counseling Diverse Populations  
COUN 7340: Group Counseling  
COUN 7350: Introduction to Counseling Practice  
COUN 7500: Crisis Intervention  
COUN 7920: Internship  
COUN 7910: Practicum  
RSED 6180: Instructional Classroom Management

### CONTACT

Dr. Brandee Appling  
(334) 844-3723

Dr. Malti Tuttle  
(334) 844-3724

For more information, visit:  
<http://www.education.auburn.edu/academic-program/administration-higher-education/>

For more information, visit:  
<http://www.education.auburn.edu/academic-program/adult-education/>

For more information, visit:  
<http://www.education.auburn.edu/graduate-degree-cert/school-counseling-m-ed/>

# MEET THE FACULTY

## COUNSELING



### *Amanda Evans*

**Associate Professor**

**Department:** Special Education, Rehabilitation, and Counseling

**Academic Areas:** Clinical Mental Health Counseling; Clinical Rehabilitation Counseling; Counseling Psychology; Counselor Education; School Counseling

**Email:** [send an email](#)

**Phone:** (334) 844-7695

**Vita:** [view vita](#)



### *Brandee Appling*

**Assistant Professor**

**Department:** Special Education, Rehabilitation, and Counseling

**Academic Areas:** Clinical Mental Health Counseling; Counseling Psychology; Counselor Education; School Counseling

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**Phone:** (334) 844-3723

**Vita:** [view vita](#)



### *Jamie Carney*

**Humana-Germany-Sherman Distinguished Professor & Department Head**

**Department:** Special Education, Rehabilitation, and Counseling

**Academic Areas:** Clinical Mental Health Counseling; Clinical Rehabilitation Counseling; Counseling Psychology; Counselor Education; School Counseling

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### *Jessica Tyler*

**Assistant Clinical Professor**

**Department:** Special Education, Rehabilitation, and Counseling

**Academic Areas:** Clinical Mental Health Counseling; Counselor Education

**Email:** [send an email](#)

**Phone:** (334) 844-7603



### *Malti Tuttle*

**Assistant Professor**

**Department:** Special Education, Rehabilitation, and Counseling

**Academic Areas:** Clinical Mental Health Counseling; Counseling Psychology; Counselor Education; School Counseling

**Email:** [send an email](#)

**Phone:** (334) 844-3724

**Vita:** [view vita](#)

# MEET THE FACULTY

## HIGHER ED



### *David DiRamio*

**Associate Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Higher Education Administration

**Email:** [send an email](#)

**Phone:** (334) 844-3065



### *Crystal Garcia*

**Assistant Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Higher Education Administration

**Email:** [send an email](#)

**Phone:** (334) 844-3074

**Vita:** [view vita](#)



### *Laura Parson*

**Assistant Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Higher Education Administration

**Email:** [send an email](#)

**Phone:** (334) 844-3592



# MEET THE FACULTY

## ADULT ED



### *James E. Witte*

**Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Adult Education

**Email:** [send an email](#)

**Phone:** (334) 844-3054



### *Leslie Ann Cordie*

**Assistant Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Adult Education

**Email:** [send an email](#)

**Phone:** (334) 844-3089



### *Maria Witte*

**Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Adult Education

**Email:** [send an email](#)

**Phone:** (334) 844-3078



### *Jane Teel*

**Assistant Clinical Professor**

**Department:** Educational Foundations, Leadership, and Technology

**Academic Area:** Adult Education

**Email:** [send an email](#)

**Phone:** (334) 844-4460

# FINANCING YOUR GRAD SCHOOL

We've pulled together some of the key information below about holding an assistantship and financing your education at Auburn for your reference. Any further questions you might have can be answered directly by the Graduate School.

- All GA's must pass a background check
- All GA's must complete an I-9 form by the third day of work
- The Student Services fee is waived as long as you are registered and on assistantship; HOWEVER, there will be a \$563 Enrollment Fee
- In and out-of-state tuition is waived if you are a GA and your FTE (working rate) is above .32 (most will be closer to .50)
- GA's on academic probation will be charged in-state tuition for that semester
- Distance courses are not covered by the tuition waiver
- All GA's are automatically enrolled in the Student Health insurance and can opt out if they so choose
  - If you do not opt out, you will receive a \$450 waiver for both the fall and spring semesters to offset the cost

Grad School Website: [www.graduate.auburn.edu](http://www.graduate.auburn.edu)

Phone: (334) 844-4700

Email: [gradadm@auburn.edu](mailto:gradadm@auburn.edu)



Trey Lightner

"I am the Student Affairs Human Resources Manager, and I enjoy working with GA's because they are so eager and willing to learn as much as possible in their departments. These characteristics will be very beneficial to them once they enter the workforce."

# WHY AUBURN?

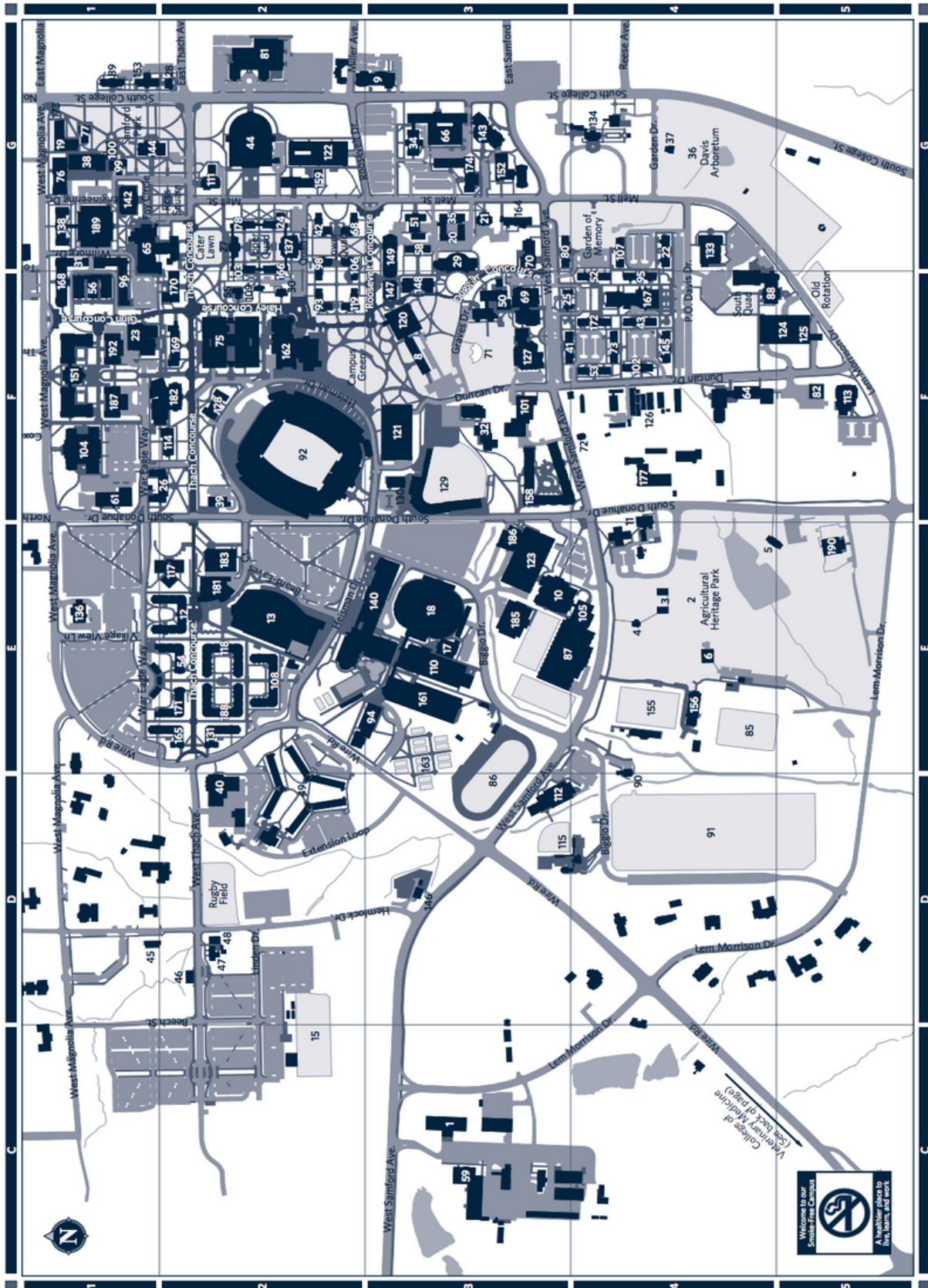


"I love the Higher Education Administration Program at Auburn because it has provided me more working experience to complement my studies than I would have gotten anywhere else. All of Auburn's staff and administration, including the university president, is supportive of, and goes out of their way to help the grad students in our program, ensuring we get the fullest experience possible." - Colin Warner



"All the staff and faculty here at Auburn are so approachable and willing to help with anything. Everyone I've worked with has been super open to allowing me to gain experiences throughout all the different areas of campus and to serve as a reference if I'm unsure about something. The open door policy our staff and faculty have has allowed me to feel comfortable to talk to them about whatever I need. From a friendly face and a hello whenever we see each other on campus to simply getting a second pair of eyes on a resume, everyone's willingness to help has made me a better GA and soon to be professional!" - Alexis Fineberg

# CAMPUS MAP



Download a pdf version:

<http://www.auburn.edu/~kuperkm/STDC2018/AUcampusmap.pdf>

# CLOSING THOUGHTS



We hope you take advantage of the activities we have planned for you during PGA to better get to know HESA members, faculty and staff, and your peers. Who knows, these could be your future classmates and co-workers in just a few short months!

Remember to keep an open mind going into interviews! You might find you are interested in a whole new area of Higher Education than you originally thought.

If there is anything you might need during these two days, or any issues you encounter, please feel free to reach out to any member of HESA- we are all here to help and make your interview process as smooth as possible. Many of us were in your shoes just last year.

We're very excited to welcome you to campus, and can't wait to meet you all! War Eagle!