

Academic Success Center Tutoring Programs Graduate Assistantship Job Description

The Academic Success Center (ASC) takes a holistic approach when assisting students. The ASC offers students free tutoring, success coaching, and programs that help them learn course content, develop academic success skills, and become more confident learners. With a diverse staff of thoroughly trained student tutors, graduate assistants, professional tutors, success coaches, and administrators, we work collaboratively to provide individualized academic support. The ASC is committed to supporting students at any point during their educational journey.

RESPONSIBILITIES OF THE GRADUATE ASSISTANT MAY INCLUDE:

1. Assist with recruitment and training of peer tutors
2. Plan and facilitate workshops focusing on key skills
3. Serve as a tutor, SI leader, or mentor (as needed)
4. Observe and provide feedback for tutoring and SI sessions
5. Assist in marketing the department's services to the campus community
6. Assist with assessment of ASC programs
7. Support in office setting
8. Perform other duties as assigned

Hours

Approximately 20 hours per week. Ability to work some evening hours required.

Qualifications

Bachelor's degree with a strong GPA (3.25 or above). Experience and training in tutoring preferred. Currently enrolled in a graduate program (presently or for coming semester). Excellent verbal and written communication skills as well as Excel skills. Ability to work within a busy student environment. Ability to work with students of varying backgrounds and abilities. Ability to work with students and student information in a confidential manner. A full academic year commitment is preferred.

Compensation

1. Renewable on semester to semester basis upon performance review
2. Six credits for each semester.
3. \$15.52 per hour.

Contact

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How to apply:

To apply, submit a resume and cover letter via Handshake. Applications will be reviewed on a rolling basis.