

Academic Success Center Writing 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. Assist with assessment of ASC programs
4. Input TracCloud profiles and data.
5. Observe tutoring and ET sessions
6. Serve as a Student Writing Consultant, Embedded Tutor, or mentor (as needed)
7. Assist in marketing the department's services to the campus community
8. Support in office setting
9. 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 upcoming 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.

Must submit a recent writing sample from any writing intensive course across the disciplines.

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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