



Graduate Assistant for Academic Success Center

Mission of the Academic Success Center

The Academic Success Center supports undergraduate student success by delivering a diverse array of services designed to foster the skills and mindset students need to enhance their learning and achieve their educational goals.

Position Description

The graduate assistant provides support for undergraduate student success programs coordinated by the Academic Success Center. Performs other duties as assigned.

Responsibilities

25% ACADEMIC ADVISING AND COACHING:

Provides developmental and individualized academic advising and coaching for undergraduate students. Provides guidance to students regarding academic policies and procedures. Manages associated administrative and assessment functions. Specific advising populations include Former Students Returning and AAH Undeclared students.

25% PEER SUCCESS LEADER PROGRAMS:

Provides support for the Peer Success Leader (PSL) Program by assisting with hiring, training, and evaluation of new and returning peer leaders.

25% CU 1000 ADMINISTRATION:

Assists with administration of orientation course for new undergraduate students (CU 1000). Serves as primary point of communication. Responds to student concerns and requests for information. Promotes student completion of course requirements. Manages content in Canvas Learning Management System.

25% NAVIGATE CONTENT DEVELOPMENT AND PROMOTION:

Assists with content development and promotion of university-wide student success application (Navigate). Manages content in Navigate content management system. Assist with development of assets for promoting Navigate.

Terms of Employment

\$12,750 Stipend

9 Month Position

Start Date: August 21, 2019

Reports to: Emma Reabold, Advising, Coaching, & Consulting, Academic Success Center