# Graduate Assistant for Tutoring

**Mission of the Academic Success Center**
The ASC 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.

**Overview of ! 3# 4ÕÔÏÒÉÎÇ**
! 3# 4ÕÔÏÒÉÎÇ sessions ÁÒÅ ÏÆÆÅÒÅÄ for students enrolled in ÏÖÅÒ ρππ ÕÎÄÅÒÇÒÁÄÕÁÔÅ ÃÏÕÒÓÅÓ Í ÁÎÙ ÏÆ ÔÈÅ Í first year and second year level 4ÈÅ ÔÕÔÏÒÉÎÇ ÓÅÓÓÉÏÎÓ ÂÌÏ × ÓÕÃÄÎÔÓ ×ÉÈ ÃÏÒÓÅ-ÒÅÌÁÔÅÄ ÑÕÅÓÔÉÏÎ ÔÏ ×ÏÒË ×ÎÔÈ ÔÒÁÉÎÅÄ ÐÅÅÒ ÌÅÁÄÅÒ to master course content and develop effective learning strategies. ! 3# ÔÕÔÏÒÓ ÁÒÅ ÓÕÞÅÎÔ ×ÈÏ ÈÁÖÅ ÅØÃÅÌÌÅÎ Í ÔÈÅ ÃÏÕÒÓÅ ÔÈÅÙ ÓÕÐÐÏÒÔ Á Î Á ÁÒÅ ÁÂÌÅ ÔÏ ÐÒÏÖÍÄÅ ÑÕÁÌÍÙ ÌÅÁÒÎÍÇ assistance 4ÈÅ ÔÕÔÏÒÍÇ ÐÒÏÇÒÁ Í ÉÓ ÃÅÒÔÍÆÍÄ ÔÈÒÏÕÇÈ ÔÈÅ #ÏÌÅÇÅ 2ÅÁÄÉÎÇ ÁÎÄ ,ÁÒÎÉÎÇ ! ÓÓÏÃÍÁÔÉÏÎ

**Position Description**
The Graduate Assistant supports the Tutoring program by providing mentoring, training, and administrative assistance. The position reports to the Assistant Coordinator of Tutoring and works closely with other staff in the Course Support Programs area. Employment is for an average of 20 hours per week. Working longer hours is expected in the four weeks immediately preceding and following the first day of classes.

**Responsibilities**

- *Training:* Participate in the implementation of comprehensive training program for tutors; Conduct observations of new and returning tutors and provide constructive feedback to improve performance
- *Supervision:* Participate in the oversight and leadership development of 10-12 Tutor Mentors
- *Marketing:* Develop creative and effective ways to attract and maintain robust attendance
- *Assessment:* Assist in the distribution, collection, analysis, and communication of Tutoring data
- *Administration:* Assist with administrative functions as directed, including logistics of training, communication with tutors, scheduling Á Î Ä ÔÕÔÏÒ ÀÏ Í ÐÏÍÁÎÅÄ
- *Coordination with other programs:* Coordinate with the assistant coordinator and GA for the Peer-Assisted Learning (PAL) program to facilitate collaborative efforts among both programs
- *Hours*: Average of 20 hours per week, more immediately preceding and following the start of classes.

**Qualifications**
- Strong organizational skills and attention to detail
- Effective time management skills
- Desire to serve as mentor to enhance academic, personal, and social development
- Leadership skills, including ability to work effectively as part of a management team
- Ability to communicate effectively with individuals and with small and large groups
- Computer skills and proficiency with Microsoft Office
- Preferred:
    - Previous experience as a PAL Leader, SI Leader or CRLA Certified Tutor
    - Demonstrated effectiveness as a learning facilitator for or mentor to undergraduate students
    - Awareness of student development and learning theory

**Terms of Employment**
$12,750 stipend plus partial tuition

Contract Period: Mid-August to Mid-May (Renewable pending satisfactory employment)

**Contact**
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