Graduate Assistant for  
Peer-Assisted Learning

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 Peer-Assisted Learning
Peer-Assisted Learning (PAL) sessions are offered for students enrolled in 18 foundational undergraduate courses, many of them first year and second year level. PAL sessions allow students designated time to work with trained peer leaders to master course content and develop effective learning strategies. PAL leaders are students who have excelled in the course(s) they support and are able to provide quality learning assistance.

Position Description
The Graduate Assistant supports the PAL program by providing mentoring, training, and administrative assistance. The position reports to the Coordinator of PAL 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 development and implementation of comprehensive training program for PAL Leaders and PAL Mentors; Observe PAL Leaders and provide constructive feedback to improve performance.
- **Marketing**: Assist with developing creative and effective ways to attract and maintain robust attendance.
- **Supervision**: Participate in the supervision and leadership development of 10 Student Coordinators.
- **Assessment**: Assist in the distribution, collection, organization, and analysis of program data.
- **Mentoring**: Contribute to the growth and development of Student Coordinators, PAL Mentors, and PAL Leaders through mentoring and providing productive feedback.
- **Administration**: Assist with administrative functions as requested, including paperwork, scheduling, and logistics of training.
- **Coordination with other programs**: Coordinate with the Tutoring Coordinator and GA for the ASC tutoring 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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