

Graduate Teaching Assistant Position-Academic Coach, specializing in UT LEAD Student Success Center

The Student Success Center is seeking a Graduate Teaching Assistant to serve as an Academic Coach specializing in UT LEAD. This twelve-month contract position provides an annual stipend of \$13,000 (\$1,083 per month) in addition to a tuition waiver.

Job Requirements/Qualifications:

- Positive attitude and sincere desire to provide academic support to students, especially low-income, first-generation, under-prepared, and under-represented students;
- Excellent oral communication skills, including effective phone presence and group presentation skills;
- Excellent written communication skills, including attention to detail and accuracy;
- Ability to relate to and effectively establish rapport with a diverse undergraduate student population;
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office;
- Flexibility in scheduling of work hours (must be available several Fridays each term, some evening hours, and an occasional weekend commitment);
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint);
- Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources;
- Drive to contribute and willingness to roll up your sleeves and help with miscellaneous office tasks;
- Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:

Serve as an academic coach and resource for students, parents, and other constituencies seeking advice and information through the Student Success Center (including phone calls, walk-ins, scheduled appointments, and emails):

- Initiate contact, meet regularly with and maintain electronic files for assigned student caseload of UT LEAD students (recipients of the Tennessee Pledge and Tennessee Promise scholarships) to monitor progress and to help students achieve academically.
- Advise students on a range of academic and campus issues, including assisting with the development of time management, goal setting, test taking, and other student success skills.
- Prepare for each student contact by pulling records from AdvisorTrac and/or Banner; take notes regarding nature of contact; maintain electronic student files.
- Provide advice and information about UT policies and resources to UT LEAD parents concerned about their sons'/daughters' performance at UT.
- Develop and prepare materials for workshops and events for UT LEAD students.

Assist with the administration of interventions for students experiencing academic difficulty:

- Present workshops (to groups and individuals) on academic success and other success topics to help students reposition for academic success.
- Collect, report, and evaluate data on student participation, grade point average, and retention.

Function as a member of the Student Success Center team:

- Market the office to students, parents, and other constituencies (e.g. prospective student events, orientation).
- Assist the SSC Leadership Team with outreach initiatives including but not limited to the Commons and Admissions events.
- Display initiative and resourcefulness in responding to programmatic needs.
- Respond verbally and/or electronically to requests from supervisor, staff, or students in a timely manner.
- Attend weekly staff meetings and any related training or staff development activities.
- Assist with the implementation and coordination of other Student Success programs as needed (e.g. staff development, research and benchmark reporting).

Salary/Benefits

- Tuition Waiver plus GTA stipend.
- Health insurance.

Term

- 20 hours/week; 12 month position at will
- Prefer candidates who are able to begin June 1 and who will be available for a two year appointment.