

Graduate Associate Position—Supplemental Instruction/Academic Coach Student Success Center

The Student Success Center-Volunteer is seeking a Graduate Assistant for Supplemental Instruction. This twelve-month contract position begins June 1 and 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;
- Excellent oral and written communication skills, including attention to detail and accuracy;
- Ability to relate to and effectively establish rapport with various type of people;
- 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;
- Ability to accurately prepare and maintain records and reports;
- Flexibility in scheduling of work hours (must be available for some recurring evening hours);
- Proficiency with MS Office applications (esp. Word, Excel, PowerPoint, and Outlook);
- Drive to contribute and willingness to roll up your sleeves and help with miscellaneous office tasks;
- Experience as tutor or teacher preferred;
- Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:

Assist with the administration of the Supplemental Instruction Program:

- Assist with the recruitment, selection, training, and supervision of SI Leaders.
- Manage schedules for and complete evaluations of evening SI study group sessions.
- Plan and direct periodic group meetings of all SI leaders.
- Promote the SI program to the campus community through creation and distribution of flyers and emails.
- Assist in planning and implementing program activities.
- Collect, report, and evaluate data on student SI participation and success.
- Build/revise material for the Supplemental Instruction Blackboard Supersite.

Serve as an academic coach for students, parents, and other constituencies seeking advice and information through the Student Success Center:

- 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.
- Provide advice and information about UT policies and resources to parents concerned about their sons'/daughters' performance at UT.
- Prepare for each student contact by pulling records from AdvisorTrac and/or Banner; take notes regarding nature of contact; maintain electronic student files.
- Present workshops on academic success and other success topics.

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).
- 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. learning communities, staff development, research and benchmark reporting).

Salary/Benefits

- Tuition Waiver plus GA 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**