

## Graduate Assistant (GA) - Supplemental Instruction and Study Session Peer Learning Assistant

### Academic Success Center

**The Academic Success Center is seeking a Graduate Assistant to serve as a Coordinator for Supplemental Instruction and Peer Learning Assistants. This 20-hour-per-week position begins January 3, 2023 and provides an annual monthly stipend in addition to a tuition waiver for the spring and summer semesters. This is a contract position that concludes in June 2023.**

The Academic Success Center within the Division of Student Success serves students through a variety of programming including coaching, alerts, workshops, Supplemental Instruction, and study sessions. The graduate assistant serving in this role would be a member of the Academic Success Center with a focus on the Vol Study Center.

### Responsibilities

The graduate assistants for the Vol Study Center will:

- Assist students in scheduling and attending sessions for SI and study sessions, including answering emails, phone calls, and other inquiries for the Vol Study Center;
- Facilitate outreach events to include tabling, information sessions, Welcome Week events, classroom presentations, and other outreach activities;
- Prepare high quality, effective training materials with an emphasis on academic success, diversity, inclusion, equality, and executive functioning skills;
- Assist with creating outreach materials for digital and print dissemination;
- Train SI leaders and Peer Learning Assistants according to best practices in both fields;
- Perform logistics involved with support options, including preparing online scheduling, creating training agendas, tracking training hours, and other tasks as assigned;
- Supervise Peer Learning Assistants and SI leaders including but not limited to: observation of sessions, feedback, mentoring, providing resources, and assisting with appropriately completing payroll;
- Assist with the hiring cycle and hiring processes for Peer Learning Assistants and SI leaders, including reviewing applications and transcripts, scheduling interviews, and assisting with selection;
- Assist with assessment and data efforts on a weekly, monthly, and semesterly basis, including satisfaction survey data, and helping to implement changes based on assessment;
- Benchmark peer and aspirational programs to gain insight into the effectiveness of other academic support programs;
- Provide presentation and content guidance to Peer Learning Assistants and SI leaders who are leading in-class success lessons;
- Display initiative and resourcefulness in responding to programmatic needs;
- Attend weekly staff meetings and other staff development activities;
- Perform other duties as assigned.

## **Job Requirements/Qualifications**

The successful candidate should display the following:

- A commitment to diversity, equity, inclusion, and student support;
- Positive attitude and sincere desire to provide academic support to students in need as well as to provide university information to parents, faculty, staff, and other constituents;
- Excellent oral and written communication skills, including attention to detail, accuracy, and presentation skills;
- Ability to relate to and effectively establish rapport with a diverse undergraduate population;
- Professional demeanor and maturity indicative of a leadership position demonstrating the ability to function as a staff member of a university department;
- Flexibility in scheduling work hours (some evenings and weekend hours);
- Proficiency with MS Office application, especially Word, Excel, Outlook, and PowerPoint;
- Willingness to develop a strong working knowledge of UT policy and procedure and campus resources;
- Focus upon the success of the ASC team and willingness to help with all tasks;
- Must be able to work well with supervisors, colleagues, students, and the university community;
- Preferred undergraduate experience in a providing course-based academic support and/or leadership role.

## **To Apply**

- Send a letter of interest, a CV/Resume, and three references to Tabitha Villalba (tvillalb@utk.edu)