



JOB DESCRIPTION – Learning Assistant (LA)

Title: Learning Assistant (LA)

Department: Academic Success Center (ASC)

Reports to: Supplemental Instruction Coordinator at the Vol Study Center (VSC)

Starting pay rate: \$15/ hour

Job Summary

The Learning Assistant (LA) Program fosters active, collaborative learning in classrooms at the University of Tennessee. The LA partners with faculty to enhance student engagement and conceptual understanding through structured peer interaction and inquiry-based learning activities.

Learning Assistants are trained by the Vol Study Center to apply evidence-based learning strategies, facilitation techniques, and practices that support student success and well-being in challenging courses. LAs attend assigned class sessions and assist during in-class activities. LAs work closely with instructors to plan and implement learning activities that promote student participation and critical thinking. LAs also reflect on their own learning and teaching development throughout the semester, building transferable communication, leadership, and collaboration skills.

Minimum qualifications:

- Be currently enrolled at UTK and in good standing with the University
- Meet the employment criteria of the University of Tennessee
- Previously have earned an A or higher in the relevant LA course
- Have and maintain a minimum GPA of 3.0

Preferred qualifications:

- Experience tutoring, teaching, training, mentoring, or leading peers
- Demonstrated use of learning strategies as a student
- Enthusiasm for the course content
- Major related to the course

Estimated breakdown of hours:

- Weekly hours vary during the semester; typically, 4 hours/week as directed by VSC
- 3 hours attending the class meetings of the course
- 1 hours in team meeting with instructor and other LAs
- Additional training hours:
 - 3 hours of training before the start of the semester (online asynchronous training)
 - 2 hours before the start of the semester (in-person training with instructors)
 - 3 hours early semester training (in person with the VSC)

Key Responsibilities of LA:

- Attend all scheduled class meetings for the assigned course and actively support in-class learning activities.
- Collaborate with the course instructor to plan and implement evidence-based, active-learning strategies.
- Facilitate small-group discussions that promote student reasoning, problem solving, and concept mastery.
- Encourage peer-to-peer collaboration and model effective learning behaviors.
- Support students in developing study strategies, metacognitive awareness, and confidence in the subject.
- Participate in required training sessions and weekly team meetings with the Vol Study Center and instructors
- Reflect on teaching and learning practices to strengthen facilitation and communication skills.
- Maintain communication with instructors and Vol Study Center staff regarding class progress and student engagement.
- Assist with outreach, data collection, or program events as needed.