GENERAL INFORMATION:

Position: Office of Academic Support, Graduate Assistant - Outreach & Special Programs

About the Academic Support programs: Contributes to retention and degree completion for Auburn University undergraduate students and provides a variety of academic skill development programs that promote self-directed learning strategies and student services

Type: Graduate Assistantship; Students must be enrolled in a graduate program at Auburn University

Hours: Either a 13.5 or a 20 hours/week assistantship in a regular weekly schedule that is mutually agreed upon by supervisor and Graduate Assistant

Pay: The hourly rate for this position is based on experience and will be discussed at the time of offer and confirmed upon acceptance

Dates of Employment: Annual position (fall-spring, summer dependent upon need and fit)

Supervisor: Allison Stewart, M.Ed. - Coordinator, Outreach & Special Programs

POSITION RESPONSIBILITIES:

Primary:
- Build partnerships with campus departments through the facilitation of outreach efforts such as class presentations, workshops, information tables, orientation sessions, and others as assigned
- Assist in the coordination of the Study Smart course, a non-credit class for students on suspension that serves as an exploration of the tools needed to maintain success at Auburn University
- Host the “Learn More About Academic Support” student appointments to help potential or current students identify the resources, programs, and services available through the office
- Contribute to the creation, facilitation, and evaluation of the Plainsmen’s Prep program for incoming first-year students seeking to review precalculus and calculus content
- Maintain all social media accounts for the Office of Academic Support
- Create, update, and audit marketing materials such as brochures, bookmarks, flyers, posters, digital signs, and newsletter blurbs for all Academic Support programs and initiatives
- Gather and analyze student feedback on outreach events

Secondary:
- Maintain accurate management of employment records including time keeping, evaluations and reporting
- Participate in professional learning opportunities
- Use a variety of technological platforms (Advise Assist, Baseline, Microsoft)
- Act as professional representative and member of Academic Support and all its programs
- Other duties as assigned

QUALITIES/SKILLS:

- Demonstrated experience as an effective communicator and problem-solver
- Desire to foster academic success for diverse student populations in a collegiate environment
- Experience in being creative, autonomous, approachable, and detail-oriented

HOW TO APPLY:

Submit application through Placement for Graduate Assistants (PGA) portal.

Office of Academic Support
0176 RBD Library | 334.844.5972 | academicsupport.auburn.edu