GENERAL INFORMATION:

Position: Academic Support, Graduate Assistant – Supplemental Instruction

About the Academic Support program: SI supports historically difficult classes with free, weekly, active-review sessions facilitated by students who previously excelled in the course

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

Hours: 20 hours/week assistantship; weekly schedule to be mutually agreed upon

Pay: Eligible for tuition waiver; Paid at an hourly rate that will be discussed at the time of offer and confirmed upon acceptance of the position

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

Supervisor: Ashley Carr, Ph.D. - Coordinator, Supplemental Instruction

POSITION RESPONSIBILITIES:

Primary:
• Support student learning by contributing to the effectiveness and efficiency of the SI program
• Supervise the observation component of SI – scheduling, training, providing feedback, etc.
• Organize and communicate room reservations and assignments for SI sessions each semester
• Contribute to program development (i.e. developing employee handbooks, strengthening instruments for assessment and evaluation, engaging in and/or leading staff trainings, etc.)
• Maintain schedule coverage and accountability for undergraduate employees
• Participate in program recruiting, selection, training, evaluations, and reports
• Summer work includes planning and facilitating Plainsmen’s Prep program

Secondary:
• Maintain accurate management of employment records including time keeping, evaluations and reporting
• Participate in professional learning opportunities at the program, office, and institutional level
• Use of and familiarity with a variety of technological platforms (Box, Advise Assist, Qualtrics, Microsoft, Excel)
• Act as professional representative and member of Academic Support and all its programs; model professional and educational ideals
• Other duties as assigned

QUALITIES/SKILLS:

Required: Bachelor’s degree; enrollment in an AU graduate program of study aligned with the work of Academic Support; demonstrated strengths in communication; a commitment to inclusion and diversity in education

Desired: Background knowledge in education theory and research; experience in teaching (formal or informal), tutoring, and/or supervision; ability to work both independently and collaboratively, manage multiple tasks, and take initiative

LEARNING OUTCOMES:

Student employees of Academic Support will:
• Understand and apply strategies and tools to promote self-directed learning that contributes to a positive graduate education experience at AU
• Develop and demonstrate affective Intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, and collaboration