GRADUATE ASSISTANTSHIP

Academic Support | academicsupport.auburn.edu | 334.844.5972 | academic_support@auburn.edu | @AUAcadSupport

GENERAL INFORMATION:

Position: Academic Support, Graduate Assistant, Study Partners Peer Tutoring

About the Academic Support Program: Study Partners is a one-on-one peer tutoring service offering course support for a variety of undergraduate core classes at no charge to AU students.

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

Hours: 13.5 or 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: Allison Stadler, M.Ed. – Acting Coordinator, Study Partners.

POSITION RESPONSIBILITIES:

Primary:
- Support student learning by contributing to the planning and programmatic logistics of the program.
- Assist Coordinator in developing, implementing, maintaining, and assessing peer tutoring software (i.e., enter and adjust tutoring schedules, work to identify and implement changes to make processes more efficient, serve as a contact for tutors and other campus partners).
- Assist with developing and facilitating training opportunities for new and returning tutors.
- Work with Tutor Mentors to plan Support Team meetings and facilitate mentorship opportunities.
- Contribute to overall recruiting, interviewing, hiring, training, evaluations, reporting, and assessment.
- Collaborate with Coordinator to provide training on facilitating observations and providing critical feedback.
- Analyze program data and make suggestions for improvement (i.e., appointment fill rates, usage).
- Contribute to overall program development (i.e., partnerships, events, satellite location development).
- Support all aspects of achieving and maintaining CRLA International Tutor Training Program Certification.
- Promote Academic Support outreach efforts including workshops and university events.

Secondary:
- Maintain accurate employment records including time keeping, observations, and data reporting.
- Participate in professional learning opportunities at the program, office, and institutional level, including a departmental Professional Learning Group.
- Utilize a variety of technological platforms (Box, Advise Assist, Knack, Qualtrics, Microsoft Office suite, Microsoft Teams, Trello, Zoom, etc.).
- Act as a professional representative and member of Academic Support and its programs by modeling professional and educational ideals.
- Other duties as assigned.

QUALITIES/SKILLS:

Required: Bachelor’s degree; Enrollment in an Auburn University graduate program of study aligned with the role; Demonstrated strengths in communication and professionalism; An informed commitment to inclusion and diversity in education; Cumulative GPA over 3.0.

Desired: Experience in tutoring, teaching, training, and/or supervision; High attention to detail and ability to manage multiple tasks; Strong personal initiative and integrity; Ability to work both independently and collaboratively.

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.

Apply at aub.ie/ASGAapplication by April 27.