

Drop-In Tutoring Graduate Assistant

Graduate Assistant Position Description

Summary of Position: The Drop-In Tutoring Graduate Assistant functions as a key role in the support of the drop-in tutoring center in the University Community Center. This position is responsible for the promotion, operations, and effectiveness of the drop-in tutoring center in the University Community Center. This position will report directly to the Coordinator of Peer Tutoring.

Position Duties:

- Supervise, mentor, and train Drop-In Tutoring staff in the Drop-In Tutoring Center
- Serve as a supervisor and lead for the nightly operations of the Drop-In Tutoring Center
- Assist with student check-ins, appointments, and drop-in tutoring needs
- Conduct one-on-one meetings with Drop-In Tutors
- Develop and maintain resources for Drop-In Tutoring Center
- Assist the Coordinator of Peer Tutoring with administering, collecting and reporting data related to the Drop-In Tutoring Center
- Recruit potential tutors for the Drop-In Tutoring Center role
- Promote Drop-In Tutoring through promotional materials, classroom visits, and student, faculty and staff outreach
- Contribute to major initiatives within the office to include: Academic Coaching, Peer Tutoring, Stem Drop-In Tutoring Center, and Supplemental Instruction

Students completing this assistantship will be able to:

- Understand the role and operation of a Learning/Academic Support Center on campus.
- Execute proper outreach to students, faculty, and staff.
- Plan the operation, marketing and programming of a drop-in tutoring center.
- Provide quality feedback to Drop-In Tutors on performance in a positive manner.
- Develop supervision and mentoring skills among a student staff.
- Will gain experience using a software system used by various institutions in their Centers.

Desired Skills and Qualifications:

- Strong desire to learn and contribute to the successful operation of a peer learning program and an academic support center
- Must be able to work between the hours of 3PM -6PM Monday-Thursday to support the operation of the Drop-In Tutoring Center
- Excellent verbal and written communication skills and strong presentation skills
- Excellent customer service with strong attention to detail and organization
- Ability to handle multiple projects at the same time
- Proficiency with Microsoft Office and motivation to become a competent user of EAB Navigate