



## **Graduate Assistant for Academic Support Services in the Office of Student Educational Services**

### **General Description:**

The Program Assistant in the Office of Student Education Services (includes university wide study skills programming and retention services) will provide both direct service to students as well as perform a variety of administrative duties related to ongoing operation of OSES. The Program Assistant primarily will provide direct service to students, ranging from one-on-one study skills training to undergraduates through designing and presenting workshops and training related to academic success to student groups. In addition to these direct service roles, the Program Assistant will be provided the opportunity to work closely with the full academic services staff in designing, planning, and implementing new programming. The Program Assistant will also contribute to database management, event planning and management, assessment and evaluation activities, and collaboration with faculty and other campus offices. Additionally, the assistant will be provided training on the theoretical and practical bases of designing effective services for students in academic support programs.

### **Specific Responsibilities**

- Be available to participate in observation and training activities the week before fall classes begin
- Work 10 hours per week in OSES including attending monthly staff meetings
- Complete Study Skills Specialist training provided by OSES staff
- Conduct one-on-one study skills sessions for students
- Conduct group workshops on a variety of college success strategies across campus
- Assist with tutor training and scheduling meetings
- Assist with identifying and applying for grant funds
- Assist with evaluation and assessment of program services
- Assist in data base management,
- Assist with planning, coordinating, and implementing programs and services related to college success

### **Qualifications**

- Excellent interpersonal skills
- Strong written and oral communication skills
- Ability to take initiative and problem-solve
- Strong computer skills including Microsoft Office
- Ability to multi-task and prioritize
- Excellent attention to detail
- Ability to work collaboratively as well as independently
- Previous experience in student services in a college setting preferred

### **Remuneration**

\$6600 stipend and 6 graduate hours of tuition reimbursement for the 2012-2013 academic year