



Graduate Assistant for the Office of Student Educational Services (Tutoring)

General Description:

The Graduate Assistant for the Office of Student Education Services (OSES) will provide both direct service to students, as well as perform a variety of administrative duties related to the ongoing operations of the Tutoring office. This entails participating in the training of tutors, participating in the oversight of the front desk and student workers, building/space management, and engaging in all aspects of the Marquette's tutoring program.

In addition to these roles, the Graduate Assistant will work closely with the entire OSES staff in delivering services to Marquette students. This role will provide opportunities to be involved in Marquette's student success efforts with an emphasis on improving student academic success.

Program Descriptions

The **Tutoring Program** offers small group tutoring services designed to help students develop the skills necessary to meet the demands of the Marquette University curriculum. The program employs over 100 student tutors and offers over 400 small groups that meet each week throughout the semester. They offer drop ins most Sundays based upon the academic calendar, exam schedule and student need/requests.

Specific Responsibilities – Academic Year

- Work 20 hours per week in OSES, including attending monthly staff meetings
- Assist with all aspects of running tutoring program
- Oversee Tutor-Mentor Program and implement any improvements - supervise mentors
- Work occasionally opening and closing shifts as well as Sunday drop-in shifts (work front desk)
- Manage the hiring and payroll processes for all student employees
- Oversee the online sign-up software and troubleshoot any issues
- Complete academic coaching and study skills training provided by OSES staff
- Assist with mentoring and advising of tutoring students.
- Assist with tutoring tracking
- Assist with database management
- Participate in Marquette's student success initiatives
- Other duties as assigned

Remuneration

\$17,100 stipend per year

6 tuition credits per semester/12 tuition credits per year

Contact Information

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Tutoring Services

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