Graduate Assistant of Academic Enrichment Programs
Academic Enrichment / Dean of Students
Division of Student Affairs

Position Overview
The Graduate Assistant for Academic Enrichment Programs, as a member of the Dean of Students Office, assists in the development, supervision and assessment of Academic Enrichment Programs, including the Tribe TutorZone, as well as working directly with students in pursuit of their academic goals.

Department Mission
We assist students in their efforts to reach full personal and academic potential through advocacy and support.

Position Type
☒ Masters Level ☒ Full-time (20 hours/week)
☐ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
• This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
• Total financial package = In-state tuition + $4,000 stipend

Position Elements
☒ Mostly 9 a.m. -5 p.m. work ☒ Occasional night/ evening work
☒ Frequent night/ evening work ☒ Weekend work: Often
☒ Hires student workers ☒ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☒ Advises individual students ☒ Advises student organizations
☒ Budget management ☒ Event/ program management
☐ Individual work space ☒ Shared work space
☒ Independent work ☒ Collaborative / group work
☒ Conference/ workshop funding available ☒ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment

Additional elements:
• Weekly late afternoon sessions on Sunday at Tribe TutorZone.
• Occasional evenings for Tutor Training Academy.
Job Responsibilities

- Provide guidance to students regarding policies and procedures. Support the general services of the Dean of Students Office.

- Assist with support for Academic Intervention participants, including monitoring their progress and providing structured guidance.

- Manage aspects of the Dean of Students—Academic Enrichment Programs web page. Ensure information is current and accurate. Maintain calendar. Assist with management of three Blackboard sites.

- Assist with supervision of Tribe TutorZone, a campus-wide tutoring initiative, including on-site supervision, record keeping and assessment. Collaborate with Assistant Dean and Faculty Advisory Board on program planning. Coordinate national certification processes. Oversee staff of 50-70 peer tutors. Supervise weekly meetings with lead tutors.

- Teach weekly small-group workshops on various strategic learning topics. Provide one-on-one guidance to students with time management needs. Conduct presentations as needed. Update materials.

- Assist with ongoing assessment and subsequent revision of Academic Enrichment programs.

- Participate in program design, development and implementation.

Preferred Qualifications

The successful candidate will possess excellent written and oral communication skills, proficiency with technology, and have a strong interest in working with students. The ability to foster growth and development in others is an asset. Interest in interdepartmental collaborations required.

Learning Outcomes

- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative design, development, implementation and assessment.

- Develop self-awareness and connection of personal values to profession goals.

Direct Supervisor

Nancy Everson
Assistant Dean of Students, Director of Academic Enrichment Programs
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Interested applicants are welcome to contact the supervisor with any questions.