



ACADEMIC WELLBEING

Graduate Assistant for the TutorZone / Academic Wellbeing Student Success Division of Student Affairs

Position Overview

The Graduate Assistant for the TutorZone, as a member of the Student Success thematic area, assists in the development, supervision and assessment of the TutorZone, as well as directly supervising and advising students in pursuit of their academic goals. This position will directly oversee six lead tutors, take on a caseload of 5-10 academic probation students, and provide coaching services to students when needed.

Position Type

☒ Masters Level

☒ Full-time (20 hours/week)

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Full tuition subsidy
 - \$17,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students:
 - School of Education tuition (in-state rate) + \$5,700 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses

Position Elements

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

Additional elements:

- After hours work opportunities including nights and weekends, especially as needed in regards to physical TutorZone space.
- Occasional evenings for tutor training and lead tutor meetings.
- Working Locations between two spaces in the Sadler Center and Swem Library.

Responsibilities

- Assist with supervision of TutorZone, a campus-wide tutoring initiative, including on-site supervision of student staff, detailed record keeping and assessment, outreach, hiring and training.
- Directly supervise 6 lead tutors in oversight of the approximately 150 student tutors who work in the TutorZone.
- Assist with coordination of national certification processes of tutors through the National College Reading & Learning Association (CRLA).
- Develop and facilitate ongoing training and professional development opportunities for undergraduate student staff.
- Monitor physical TutorZone space to ensure efficient operations and availability of resources.
- Participate in weekly meetings with lead tutors focused on their ongoing development and work progress.
- Monitor TutorZone email including responding to students, faculty, staff, and families as appropriate.
- Participate in generalist responsibilities in Student Success as well as the Academic Wellbeing department, including staff and team meetings and care concerns, as well as assisting with phone coverage and walk-in visitors.
- Take on a caseload of 5-10 academic probation students to coach them back to good standing.
- Follow up on assigned care-concerns.
- Provide coaching services to students when needed.

Preferred Qualifications

- Strong interest in working with students.
- Excellent written and oral communication skills
- Excellent attention to detail, dependability, a strong work ethic, and ability to prioritize
- Proficiency with technology
- Ability to foster growth and development in others is an asset
- Interest in interdepartmental collaborations required, as well as the desire and ability to function as part of a team
- Well-developed organizational skills, and the ability to assimilate into the culture of a fast-paced, demanding office
- Former tutoring or coaching experience is preferred but not required in order to succeed in the position

Learning Outcomes

- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative design, development, implementation and assessment.
- Develop personnel management skills.
- Develop self-awareness and connection of personal values to professional goals.

Direct Supervisor

Colleen Rogers
Assistant Director of Academic Wellbeing
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Interested applicants are welcome to contact the supervisor with any questions or interest in the position.