The Department of Retention & Academic Success, housed within the Student Success Center, empowers students to establish and achieve goals as they navigate transitions and progress towards graduation. Our team of educators supports the holistic development of students through intentional interactions designed to foster critical thinking, self-efficacy and life-long learning.

The Graduate Assistant for Academic Support will assist primarily with tutoring and Supplemental Instruction services, but will also work with Academic Coaching, and the University 101 program (UNIV 1010) to ensure holistic development within the field of higher education and student affairs. Job tasks and responsibilities focus upon the following professional experiences: supervision, administration, student development, and assessment.

**CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

May include the following responsibilities and other relevant duties as assigned:

**Supervision:**
The graduate assistant will provide consistent oversight of approximately 17 Supplemental Instruction (SI) leaders.

- Organize and facilitate monthly staff meetings, which focus on skill development and problem solving.
- Observe the SI leaders to ensure adequate transfer of learning and completion of job responsibilities.
- Conduct individual meetings with the SI leaders as needed.

**Student Development:**
The graduate assistant will be provided opportunities to apply student development theory.

- Aid in the creation or improvement of online resources for use by University 101 instructors, tutors, SI leaders, Academic Coaches, and Success Coaches.
- Hold 2-3 hours a week to meet with students to improve academic skills and behaviors as part of the Academic Coaching program.
- Utilize classroom knowledge to determine and development potential training topics in line with CRLA Certification requirements that may be presented to tutors and SI leaders during training sessions.

**Assessment:**
The graduate assistant will gain familiarity with different modes of assessment used to evaluate students’ satisfaction and learning.

- Assist with the development, execution, and analysis of tutor and SI assessment plans
- Analyze data provided by the Mapworks Assessment that will contribute to the tutoring and Supplemental Instruction programs.

**Administration:**
The graduate assistant will interact with students, staff, and faculty through various tasks that require organization, planning, communication, and scheduling skills.

- Work with event services to schedule SI sessions.
- Maintain attendance data for SI leaders and enters data for the SI sessions into the online scheduling software (SLU Appointments).
- Assist with the coordination of interview, hiring, and training of tutors and SI leaders.
- Help coordinate tutoring sessions offered as part of the Student Support Services TRIO grant.
- Correspond with students who are delinquent no-shows to tutoring and SI sessions.
REQUIREMENTS
A Bachelor’s Degree is required supplemented with student organization leadership and involvement experience in the university setting. The Academic Support Graduate Assistant must be an enrolled student of Saint Louis University. The student cannot hold another graduate assistantship or be a full-time employee on campus during the same period. Priority will be given to students enrolled in the Higher Education Administration graduate program at Saint Louis University, but enrollment in other degree programs will be considered.

The successful candidate for the position will have a general knowledge of student development theory and first-year experience programs, strong verbal and written communication skills, developed interpersonal human relations skills, and ability to plan and organize.

EXPECTATIONS AND REMUNERATION
The Academic Support Graduate Assistant is a 10 month appointment with a salary of $10,000, or $1000/month. The ten month period begins August 1, 2016 and ends May 31, 2017. Working hours may vary depending on class schedule, but are scheduled for 20 hours a week. The Academic Support Graduate Assistant will report directly to the Coordinator of Academic Support.

INTERESTED PARTIES SHOULD SUBMIT A RESUME FOR CONSIDERATION TO
Matthew Sullivan
Coordinator, Academic Support
Student Success Center
Busch Student Center, Room 354
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