Graduate Assistant COE Student Success Center

The following is a list of primary responsibilities for this GA position:

- Contacts UG students who are having academic challenges (early alerts, warning, probation, etc...)
- Meets with UG academically challenged students under the direction of the Academic Success Coach
- Assists the center director with pre-service certification forms, phone calls, claiming issues and GACE Program Admission Assessment and Ethics testing
- Assists on projects and reports for the center
- Coordinates the GACE PAA and Content workshops, held each semester, under the direction of the center director
- Assists with the COE Visitation Days
- Attends and coordinates the student volunteers for the COE table at the LEAD Conference in March
- Other duties as needed and directed