Graduate Assistant for Tutoring Services  
2017-2018

**General Description:** The Graduate Assistant (GA) for Tutoring Services provides supervision, training, and administration of the peer tutors in the Academic Success Center (ASC). The GA works to create environments which are conducive to the academic development and personal growth of Georgia Southern University students. The GA will directly supervise and evaluate 15-20 undergraduate peer tutors in their implementation of one-on-one academic tutoring efforts to Georgia Southern University students. The GA works collaboratively with ASC staff and campus partners. The GA reports to the Coordinator for Mentoring & Programming.

**Job Specifications/Qualifications:**
- A desire to work in developing the academic skills of students via tutoring, mentoring, workshops, and other outreach efforts.
- Demonstrated skills in the following areas are highly desirable: supervision, flexibility, professionalism, problem-solving, effective written/oral communication skills, presentation skills, and program planning.
- An ability to work with diverse populations.
- In order to qualify for a graduate assistantship, must be enrolled as a full time student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.
- The position is considered the GA’s primary, non-academic activity and the GA may not accept other employment at the university. The GA may not have significant responsibility in an extracurricular activity. Outside involvements should be discussed with the supervisor at the beginning of each semester to assess appropriateness.
- Ability to physically lift a minimum of 25 pounds.
- Must successfully complete a background investigation.
- Preference is given to candidates who are enrolled in graduate programs related to education or counseling.

**Work Schedule:** The GA maintains a level of confidentiality, professionalism, and equality at all times. The GA completes 20 hours a week through regular office hours, weekly check-ins with their direct supervisor, and consistent night time meetings/programs. Of those hours, approximately 10 hours a week will be after 5pm. This includes 1-2 shifts of sitting at the front desk of the ASC from 5-10pm.
Specific responsibilities include but are not limited to:

**Selection and Hiring:**
- Assist the Coordinator in marketing and posting tutor positions through Human Resources
- Conduct interviews for new tutors and provide recommendations for hire to the Coordinator
- Assist the Coordinator in the logistics of hiring paperwork, on-boarding, and contract review for new and returning tutors in the ASC and for the residence halls

**Training and Development:**
- Implement the CRLA Tutor Training for Level I certification
- Track tutors’ completion of the certification requirements and provide updates to tutors as to their certification status
- Collaborate with campus partners to include them in the participation of their units’ tutors in the CRLA Tutor Training program

**Supervision:**
- Create and maintain the schedule for tutors in the ASC and the residence halls
- Conduct monthly staff meetings with the tutors to provide on-going development, communication, and address needs of the tutors
- Consistently communicate to tutors the department expectations, scheduling logistics, policies and procedures
- Meet one-on-one with tutors once a month to provide guidance on individual challenges the tutor is facing when working with students
- Provide administrative support to the Coordinator for tracking and monitoring tutor time cards and scheduled work hours.
- Develop and manage a process for evaluating tutors through observational and constructive feedback; communicate feedback to tutors
- Conduct quality checks of tutoring rooms to ensure tutees have signed in and tutors are following protocol

**Facilities:**
- Assemble, maintain, and monitor the back-up paper tutor sign-in process
- Check the tutoring rooms on a weekly basis to ensure appropriate supplies are available, that equipment is in working condition, and submit work orders for any repairs needed
• Monitor the tutor resource library and assist tutors in using the resources to provide the highest quality of tutoring service to students
• Work with the Coordinator and University Housing contact to ensure tutors have the appropriate name tags and card access to tutoring spaces

Recognition:
• Serve on the ASC Recognition Committee as the tutoring representative and assist with committee tasks
• Oversee the process of the Tutor Scholarship fund including fundraising for the scholarship, marketing the availability of the scholarship to ASC tutors, selecting an award recipient, and administering the funds
• Assist in the planning and implementation of the ASC end of year reception

Marketing:
• Update and maintain the campus-wide tutoring schedule and private tutor list on the ASC website and in hard copy
• Work with the Coordinator to update/develop content for the website in regards to tutoring services and resources for students, staff, and faculty
• Develop and implement creative marketing strategies to increase student usage of tutoring services in the ASC and in the residence halls

Miscellaneous:
• Attend GA staff meetings and one-on-one supervision and planning meetings with supervisor
• Assist with University Open Houses and recruitment events for prospective students
• Provide administrative support in the marketing, communication, and logistical planning of events sponsored by the ASC
• Attend workshops and training sessions as determined by your supervisor
• Maintain a neat, organized, and clean work area
• Perform other duties as assigned

To Apply:

Send cover letter and resume to Cathy Roberts-Cooper, Director of the Academic Success Center, at crobertscooper@georgiasouthern.edu