

Graduate Assistant Tutoring Services-Higher Education Administration Intern Program

Department: 1907000 AAAC

Position Title: Graduate Assistant, Tutoring Services, Academic Achievement and Access Center

Working Title: Graduate Assistant, Tutoring Services, Academic Achievement and Access Center

Position Number: xxxxx

Position Overview

The Graduate Assistant (GA) Tutoring Services assists the professional staff in the Academic Achievement and Access Center (AAAC) with recruiting, training and supervising tutors working for Tutoring Services. The GA will also conduct individual consultations designed to assist KU students in developing study skills, time management skills and test taking skills as well as provide workshops on these topics. The GA will also assist AAAC Professional Staff in conducting annual program assessment of the Unit Student Learning Outcomes.

Unit Description: The Academic Achievement and Access Center (AAAC) enhances the quality of life of students at the University of Kansas by supporting the University's commitment to the academic success and holistic development of students. Specifically, AAAC supports the intellectual development of individuals by encouraging active participation both in and out of the classroom; coordinates services and programs in which students can acquire and practice life management, decision-making, and learning skills; and links students to other resources that will help them learn these skills. The Academic Achievement and Access Center is a department within Undergraduate Studies.

Job Duties:

25% Assist professional staff in the development of and implementation of both KU and AAAC Tutor Training Program

25% Assist professional staff in performing tutor observation and evaluations

25% Supervise and mentor undergraduate peer tutors

10% Develop and implement training and professional development opportunities for tutors

10% Provide individual consultations on learning strategies and/or time management to KU students

5% Assist professional staff in conducting assessment of the unit's student learning outcomes.

5% Represent the AAAC at information tables.

Required Qualifications:

1. KU graduate student enrolled in a minimum of six credit hours, and in good academic standing in the Higher Education Administration master's program
2. Strong interest in helping college students succeed
3. Demonstrated experience in training and public speaking as evidenced by coursework or professional career

Preferred Qualifications:

1. Previous experience as a peer tutor or SI Leader as an undergraduate student
2. Demonstrated organizational skills and attention to detail.
3. Able to take initiative and work independently while also collaborating with professional staff
4. Excellent verbal communication skills as demonstrated by the interview.
5. Strong computer skills, including familiarity with Microsoft Word, Access, and Excel.
6. Demonstrated experience working collaboratively with individuals of diverse backgrounds.

A complete application will consist of:

A resume with contact information (including e-mail addresses) of three professional references that can attest to your qualifications and work experience.