

Job Summary: Academic Success Center Graduate Assistant

Contribute to promoting, advising, and coaching students in academic success strategies. Teach multiple sections of AS 112, *ACADEMIC SUCCESS STRATEGIES*, and coach students one-on-one in academic skills and improving their academic performance. Assist with Peer Success Advisor presentations, coaching and oversight. Provide personal email, text, and phone outreach to students with academic concerns.

Duties and Responsibilities

- Meet with students to provide academic coaching as it relates to their overall student success
- Teach 2-4 sections of AS 112, a 7 week, 1-credit course on learning strategies, time management, goal setting and other academic skills
- Provide outreach to struggling students at critical times (i.e. early alert, midterms, etc.)
- Contribute new ideas and fresh perspectives to the office in an effort to engage students and provide outreach to students
- Provide workshop ideas and support for the Peer Success Advisors
- Contribute to the overall success of the Academic Success Center by performing other duties and responsibilities as assigned

Required Qualifications

- Admission to a JCU graduate program.
- GA must maintain a term GPA of 3.0 while in the position and hold no active academic probations.
- Must maintain full time graduate student status.

Technical:

- Computer proficiency with Microsoft Word, PowerPoint, Excel
- Google suite
- Willingness to learn new computer technology

Organizational (ability to):

- Plan programs and set priorities

- Maintain a professional workspace and office environment
- Effectively manage time and meet deadlines
- Manage multiple projects simultaneously

Personal Characteristics:

- Leadership experience
- Strong written and oral communication and presentation skills
- Team oriented
- Flexible/adaptable

Preferred Qualifications

- Interest in collegiate teaching, higher education, or coaching
- Experience with data and pivot tables a plus

Working Hours and Conditions

20 hours per week in exchange for tuition and fees (excluding graduation fee) for up to 9 credit hours in the fall and 6 credit hours in spring semester (a total of 12 credit hours) and a stipend paid twice per month (September-May).

Contact Information

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