Position Title: Graduate Student Assistant (GSA) for the Learning Resource Center

Title of Supervisor: REACH Assistant Director for the Learning Resource Center

PTE: 10 months, part-time, 20 hours/week: August 3, 2020 through May 31, 2020

The Learning Resource Center (LRC) coordinates small group scheduled tutoring for most 100, 200, and 300-level undergraduate courses, except some math and computer courses.

Responsibilities and Tasks include, but not limited to:

1. Assist with the administration of the scheduled tutoring program
2. Assist with the recruitment, selection, training, and supervision of LRC tutors
3. Assist with evaluating and observing tutors and work-study students
4. Plan and conduct tutor training and mid-term meetings
5. Collect TutorTrac data and create reports
6. Assist with promoting Learning Resource Center services to the campus community
7. Submit updated program information to the REACH webmaster
8. Advise student participants on a range of academic and campus issues, including assisting with the development of time management, goal setting, test taking, and other student success skills

**Job Requirements/Qualifications:**
- Positive attitude and sincere desire to provide academic support to students
- Excellent oral and written communication skills, including attention to detail and accuracy
- Ability to relate to and effectively establish rapport with various types of people involved with the scheduled tutoring program
- Professional demeanor; maturity to function as a staff member in a university office
- Ability to accurately prepare and maintain records and reports
- Flexibility in scheduling of work hours
- Proficiency with MS Office applications
- Must have the ability to contribute and a willingness to help with miscellaneous office tasks
- Full-time graduate student (9 hours minimum) for the entire academic year (fall and spring)
- 3.0 or higher cumulative GPA during undergraduate career
- Available to work from the beginning of August until the end of May
- Must be able to work well with supervisors, co-workers, students, and the university community (Faculty & Staff)

JH: 2/3/20