Position Title: Graduate Student Assistant (GSA) for Peer Assisted Learning (PAL).

Title of Supervisor: REACH Associate Director for Academic Support Programs

PTE: 10 months, part-time, 20 hours/week: August 3, 2020 through May 21, 2021

The Peer Assisted Learning (PAL) Program is an international/national program that targets historically difficult academic courses and provides regularly scheduled, out-of-class, peer facilitated sessions that assists students in understanding the course content and developing academic skills.

Responsibilities and Tasks include, but not limited to:
1. Assist with the administration of the PAL Program
2. Assist with the recruitment, selection, training, and supervision of PAL facilitators
3. Manage schedules for and administer electronic or paper & pencil evaluations of PAL study group sessions
4. Supervise 3-6 Peer Mentors (Master Tutor Mentors) per semester
5. Plan and direct periodic group meetings of all PAL leaders and Peer Mentors
6. Promote the PAL program to the campus community through creation and distribution of flyers and emails
7. Assist with scheduling of rooms, media support, and compile the semester schedule of exams
8. Assist with processing of PAL Time Sheets
9. Assist in planning and implementing program activities
10. Collect, report, and evaluate data on student PAL participation and success
11. Build/revise material for the REACH PAL Blackboard Organizations, PAL Training, and PAL performance evaluation forms
12. Conduct a PAL research project for publication consideration and/or continue to complete a research project already underway (as directed by Associate Director)

Optional: Serve as a Student Success Seminar Presenter for students and Assist in the REACH-out Activities offered by REACH
1. Present seminar/workshops on academic success and other success topics
2. Advise students 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
3. Be able to answer questions about REACH Programs, Services, and Centers
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 PAL Program
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as 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 (esp. Word, Excel, PowerPoint, and Outlook) experience with Tutor Trac; basic knowledge of SPSS; and knowledge of survey formats
- Research skills are required
- Must have the ability to contribute and a willingness to help with miscellaneous office tasks
- Experience as tutor, SI Leader or PAL facilitator, or teacher preferred
- Must be able to work well with supervisors, co-workers, students, and the university community (Faculty & Staff)
- 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

CC: 1/20/2015; 1/21/2016; 1/09/2018; 11/2019