

GRADUATE ASSISTANT

POSITION: SCIENCE CENTER ASSISTANT COORDINATOR

**SUPERVISING DEPARTMENT: NATURAL SCIENCES AND MATHEMATICS
DIVISION**

POSITION DESCRIPTION:

This position will assist Western Oregon University's Science Center Coordinator. In that role, GA will help recruiting, training, and supervising science tutors. Through these activities, this role expands WOU's efforts to retain students who are taking classes in sciences. The long-term goal of the Science Center is to help with student success/retention and ultimately graduating.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University*.
- Strong written and verbal communication skills
- Capable of coordinating and training tutors
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Capable of using (and supporting the use of) technological tools, e.g., Google Docs and sheets, MS office Suit.

PREFERRED QUALIFICATIONS:

- A degree from Western Oregon University
- Proficiency in spoken and written Spanish
- Experience communicating and interacting effectively with a team, with partners, and with clients.
- Experience in program development.
- Experience in training.
- Supervisory experience
- Experience and success in working with team building

** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

They are categorized into two parts.

1. Tutors' Related Tasks:

- Recruiting tutors/application process for science classes; biology, chemistry, earth science and physics with the help from faculty in the relevant areas
- Constructing the tutoring schedule
- Tutor training: completing the required paperwork for student payroll, tutor contracts, tutoring etiquette, timesheets, nametags, etc.
- Refreshing the resources box and filing cabinet and renewing the list of tutors on the box

2. Advertisement:

- Post the Science Center posters around the campus
- Organize the advertisement of the hours/services of the Science Center across campus, in relevant classes, Advising Office, etc.
- Working with the faculty in the College of Ed. Student Enrichment Program, and other departments on campus to refer students to the Science Center
- Email announcements to all students at the beginning of week 2 of each term when the Science Center is open for business

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday thru Friday, but may have occasional weekend or evening shifts. The workload requirement is 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need.