

# GRADUATE ASSISTANT

**POSITION:** Undergraduate Student Success Assistant

**SUPERVISING DEPARTMENT:** Student Success & Advising

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Strong interpersonal skills
- Must be able to work in-person

**PREFERRED QUALIFICATIONS:**

- Experience with advising, mentoring, or working 1:1 with college students
- Experience working with academic support programs- tutoring, SI, peer coaching
- Ability to balance multiple activities and set priorities
- Experience working with students from diverse backgrounds
- Able to work independently with little supervision

*\*\* Acceptance into a WOU full-time, approved graduate student program is a condition of employment.*

Re-appointment will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

**DUTIES AND RESPONSIBILITIES:**

This position will work with the SSA leadership team to support both advising and academic support programs in SSA. This position will advise students who are experiencing academic challenges and will also work with peer tutoring, Supplemental Instruction, peer academic coaching, and the academic workshop series. In addition, duties may include training and supervising SSA's student academic support staff.

Activities and responsibilities may include:

- Supervision, training, and evaluation of peer academic support staff
- Develop and facilitate tutor training and academic support workshops
- Meet with students to connect them to academic support resources
- Advise students experiencing academic challenges
- Be the point of contact for our evening programs
- Other duties as assigned

**HOURS:**

Typically, the Graduate Assistant is expected to work the following hours: Monday through Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 10-19.6 hours per week (.25-.49 FTE). This position requires the GA to be on campus in SSA. The preferred hours are afternoon and evening to accommodate SSA's extended tutoring and coaching hours.